



REQUEST FOR QUOTATION FORM

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the **Procurement of Catering Services for the Various Training/Briefing on Statistical Operations, Civil Registration, Administrative and Human Resource Activities**

Name of Project	Provincial Training/Briefing on Agricultural Surveys and Provincial Data Review (PDR) for the Q1 2025, February and April 2025 Labor Force Survey (LFS) 3rd Level Training, Opening Ceremony of Women's Month Celebration and Lecture on RA No. 6949 - National Women's Day, Quarterly Meeting of LCRs, Q1 2025 Provincial Statistics Committee (PSC) Meeting, IACCRVS Committee Meeting, Review on Quality Management System (QMS) Practices and Discussion on QMS Internal Audit Findings, and Learning Session on Human Resource, Accounting and Administrative Matters
Solicitation	SDN RFQ No. 2025-01-004
PR Number	SDN PR No. 2025-01-006, 010, 011, 012, and 013
Location	PSA Surigao del Norte
Brief Description	Refer to specification/table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Php163,440.00
Date of Delivery	Lot 1: February 6 and 7, 2025
	Lot 2: February 10 to 12, 2025
	Lot 3: February 28, 2025
	Lot 4: March 3, 2025
	Lot 5: March 10, 2025
	Lot 6: March 10 and 11, 2025
	Lot 7: March 12 and 13, 2025
	Lot 8: March 15, 2025
	Lot 9: March 20 and 21, 2025
	Lot 10: March 24 and 25, 2025
	Lot 11: March 26 and 27, 2025
	Lot 12: April 1 to 4, 2025
	Lot 13: April 10 to 11 and 14 to 16, 2025
	Lot 14: April 30, 2025
	Lot 15: February 6, 2025

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **09:00AM on January 22, 2025** at the PSA Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

PRESA P. VILLARINA
 RBAC Chairperson

Terms and Conditions:

- Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
- All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
- Late submission of quotation shall not be accepted.
- Bids exceeding the ABC shall be disqualified.
- Terms of Payment shall be made through check payable to the supplier.
- Please submit/update your registration with the PSA (please disregard if you have already submitted/updated your registration with us), If none yet, submit, together with your quotation the photocopy of your Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and Omnibus Sworn Statement (for 50k and above) and/or current Income Tax Return (for 500k and above).
- Award of contract shall be made to the lowest quotation, and complies with the specifications and other terms and conditions as stated in the RFQ.
- The Lowest bidder shall be informed immediately and shall be asked to submit additional requirements within three days after the opening of bids or during post qualification.
- The PSA reserves the right to reject any or all bid proposals, or declares the bidding a failure, or not to award the contract, and makes no assurance that a contract shall be entered into as a result of this invitation.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Venue: PSA SDN Conference Room, Surigao City						
Lot 1: February 2025 Labor Force Survey (LFS) 3rd Level Training						
ABC: Php5,400.00						
Date of delivery: February 6 to 7, 2025						
Day 1						
AM snacks-(apple pie special and canned juice 220ml)	Pax	5	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and canned juice 220ml)	Pax	5	₱ _____	₱ _____		
Day 2						
AM snacks-(egg pie special and can juice 220ml)	Pax	5	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	5	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	Pax	5	₱ _____	₱ _____		
Sub Total				₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lot 2. Provincial Level Training on Q1 2025 RCSS: Household and Commercial and Palay and Corn Situation Reporting System						
ABC: Php14,040.00						
Date of delivery: February 10 to 12, 2025						
Day 1						
AM snacks-(cassava pie special and can juice 220ml)	pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	10	₱ _____	₱ _____		
Day 2						
AM snacks-(egg pie special and can juice 220ml)	pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	10	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	10	₱ _____	₱ _____		
Day 3						
AM snacks-(apple pie special and can juice 220ml)	pax	6	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	6	₱ _____	₱ _____		
PM snacks-(native bibingka big and can juice 220ml)	pax	6	₱ _____	₱ _____		
<i>Sub Total</i>						
				₱ _____		
Lot 3: Q1 2025 IACCRVS Committee Meeting						
ABC: Php6,300.00						
Date of delivery: February 28, 2025						
AM snacks (chicken burger, canned juice 200 ml)	Pax	15	₱ _____	₱ _____		
Lunch (shrimp, chopsuey and fish soup, rice, banana, softdrinks 200 ml)	Pax	15	₱ _____	₱ _____		
<i>Sub Total</i>						
				₱ _____		
Lot 4. Opening Ceremony of Women's Month Celebration and Lecture on RA No. 6949 - National Women's Day						
ABC: Php2,160.00						
Date of delivery: March 3, 2025						
AM Snacks (chicken burger, canned juice 200ml)	Pax	18	₱ _____	₱ _____		
<i>Sub Total</i>						
				₱ _____		
Lot 5: Q1 2025 Quarterly Meeting of LCR						
ABC: Php10,500.00						
Date of delivery: March 10, 2025						
AM snacks (cassava cake special, canned juice 200 ml)	Pax	25	₱ _____	₱ _____		
Lunch (shrimp, chopsuey and fish soup, rice, banana, softdrinks 200 ml)	Pax	25	₱ _____	₱ _____		
<i>Sub Total</i>						
				₱ _____		
Lot 6. Provincial Level Training on Q1 2025 Crops Production Survey with Farm Price (CrPS)						
ABC: Php9,720.00						
Date of delivery: March 10 and 11, 2025						
Day 1						
AM snacks-(apple pie special and can juice 220ml)	pax	9	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	9	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	9	₱ _____	₱ _____		
Day 2						
AM snacks-(egg pie special and can juice 220ml)	pax	9	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	9	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	9	₱ _____	₱ _____		
<i>Sub Total</i>						
				₱ _____		
Lot 7. Provincial Level Training on Q1 2025 Quarterly Fisheries Survey (QCFS, QMFS QIMFS, QAQS)						
ABC: Php8,640.00						
Date of delivery: March 12 and 13, 2025						
Day 1						
AM snacks-(apple pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	8	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 2						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 8: Q1 2025 Provincial Statistics Committee (PSC) Meeting						
ABC: Php3,000.00						
Date of delivery: March 15, 2025						
AM snacks (chicken burger, canned juice 200 ml)	Pax	25	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 9: Review on Quality Management System (QMS) Practices and Discussion on QMS Internal Audit Findings						
ABC: Php12,000.00						
Date of delivery: March 20 and 21, 2025						
Day 1						
AM Snacks (bibingka/puto special, canned juice 200ml)	Pax	25	₱ _____	₱ _____		
PM Snacks (bananaque/binignit, canned juice 200ml)	Pax	25	₱ _____	₱ _____		
Day 2						
AM Snacks (egg pie special, canned juice 200ml)	Pax	25	₱ _____	₱ _____		
PM Snacks (apple pie special, canned juice 200ml)	Pax	25	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 10. Provincial Level Training on Q1 2025 Commercial and Backyard Livestock and Poultry Surveys (CLPS/BLPS)						
ABC: Php8,640						
Date of delivery: March 24 and 25, 2025						
Day 1						
AM snacks-(apple pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	8	₱ _____	₱ _____		
Day 2						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(palabok special and can juice 220ml)	pax	8	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 11. Provincial Level Training on Q1 2025 Quarterly Palay Production Survey and Corn Production Survey (PPS and CPS) and Palay & Corn Situation Reporting System						
ABC: Php8,640						
Date of delivery: March 26 and 27, 2025						
Day 1						
AM snacks-(apple pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	8	₱ _____	₱ _____		
Day 2						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 12: April 2025 Labor Force Survey (LFS) with Unpaid work and Informal employment 3rd Level Training						
ABC: Php21,600						
Date of delivery: April 1 to 4, 2025						
Day 1						
AM snacks-(cassava pie special and canned juice 220ml)	Pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and canned juice 220ml)	Pax	10	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 2						
AM snacks-(carrot cake and can juice 220ml)	Pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
PM snacks-(native suyongsong big and canned juice 220ml)	Pax	10	₱ _____	₱ _____		
Day 3						
AM snacks-(cassava pie special and canned juice 220ml)	Pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and canned juice 220ml)	Pax	10	₱ _____	₱ _____		
Day 4						
AM snacks-(carrot cake and can juice 220ml)	Pax	10	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
PM snacks-(native suyongsong big and canned juice 220ml)	Pax	10	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 13. Procurement of Catering Services for the Provincial Data Review for the Q1 2025 Agriculture and Fisheries Statistics Surveys						
ABC: Php21,600						
Date of delivery: April 10 and 11 an 14 to 16, 2025						
Day 1						
AM snacks-(apple pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	8	₱ _____	₱ _____		
Day 2						
AM snacks-(egg pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang isda), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(3 pcs-native suman and can juice 220ml)	pax	8	₱ _____	₱ _____		
Day 3						
AM snacks-(banana cake special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	8	₱ _____	₱ _____		
Day 4						
AM snacks-(cassava pie special and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (Menudo and Tinolang Manok), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native suyongsong big and can juice 220ml)	pax	8	₱ _____	₱ _____		
Day 5						
AM snacks-(chicken burger and can juice 220ml)	pax	8	₱ _____	₱ _____		
Lunch-2 main dishes (fish fillet and chicken adobo), 1 dessert, 1 soup, 1 rice, 1 bottled drink	pax	8	₱ _____	₱ _____		
PM snacks-(native puto/bibingka big and can juice 220ml)	pax	8	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 14: Learning Session on Human Resource, Accounting and Administrative Matters						
ABC: Php6,000.00						
Date of delivery: April 30, 2025						
AM Snacks (biko with mango, canned juice 200ml)	Pax	25	₱ _____	₱ _____		
PM Snacks (apple pie special, canned juice 200ml)	Pax	25	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Lot 15: Lecture Series on CRVS 201 and CRM Quiz						
ABC: Php25,200.00						
Date of delivery: February 6, 2025						
AM Snacks (apple pie special, canned juice 200ml)	pax	60	₱ _____	₱ _____		
Lunch (pinakbet, lumpia and a fritada, rice, salad, soft drinks 200ml)	pax	60	₱ _____	₱ _____		
<i>Sub Total</i>				₱ _____		
Specs for AM/PM Snacks						
Packaging: Recyclable (e.g., cartoon or paper-made material, wooden spoon and fork, paper cups, paper straws.						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Specs for Lunch Buffet Style catering service: Reusable plates, mugs and cutlery Note: Food service and packaging shall be in compliance with the Office Memorandum No. 2023-178, entitled Guidelines on the Procurement of Meals and Catering Services for Philippine Statistics Authority Meetings, Events and Other Activities, Mandating the Use of Ecologically Sustainable Products or Packaging Materials and Prohibition on the Use of Styrofoam and Single-use Plastics.						
TOTAL AMOUNT IN FIGURES:				P		
TOTAL AMOUNT IN WORDS:						

Other Requirements:

After having carefully read and accepted your Terms and Conditions. I/We quote you on the item at prices noted above.

Printed name of authorized representative/signature: _____

Position: _____

Name of Company: _____

Address: _____ Email Address: _____

Fax No.: _____ Tel No.: _____ Cellphone No.: _____

Date: _____