



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY



REQUEST FOR QUOTATION

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of Catering Services for the following:
1) Conduct of Orientation on PSA Handbook & Update on QMS Adoption (AM) and Communications Skill Training (PM); 2) 2024 Third Level Operational Training on Fisheries Survey; 3) 3rd Level Operational Training for 2024 Livestock and Poultry Survey; 4) 3rd Level Operational Training for 2024 Crops Production Survey; 5) 3rd Level Operational Training for 2024 Cereals Survey.

Name of Project	Various Agri-Based Surveys and General Administrative Support Services
Solicitation	SDS RFQ No. 2024-02-001
Reference	SDS PR No. 2024-02-013 & 2024-02-014
Location	PSA - Surigao del Sur
Brief Description	Refer to Specification/Table below
Quantity	Refer to table below
Mode of Procurement	NP-Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: Php12,420.00; Lot 2: Php21,600.00 ; Lot 3: Php12,960.00 Lot 4: Php9,720.00; Lot 5: Php20,520.00
Date of Delivery	Lot 1: March 22, 2024; Lot 2: February 20-21, 2024 Lot 3: March 11-12, 2024; Lot 4: March 13-14, 2024 Lot 5: March 25-27, 2024

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 10:00 A.M on February 14, 2024 at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

BERNADETH I. BONACHITA
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
LOT 1						
Activity 1: Orientation on PSA Handbook & Update on QMS Adoption (AM)						
Activity 2: Communications Skill Training (PM)						
Friday, March 22, 2024						
AM Snacks (Empanada and juice in can)	pax	23	P _____	P _____		
Lunch (Tuna with creamy garlic lemon sauce, kinilaw, buttered vegetable, rice, pineapple fruit, and softdrinks)	pax	23	P _____	P _____		
PM Snacks (Suman and Sikwate)	pax	23	P _____	P _____		
Sub-total			P _____	P _____		
LOT 2						
2024 Third Level Operational Training on Fisheries Survey						
Date: 20 to 21 February 2024						
Day 1 (20 February 2024)						
AM Snacks (Macaroni Salad and Juice in can-240ml)	pax	20	P _____	P _____		
Meals/Lunch (Beef steak, fish tinola, pakbet, rice, pine apple fruit and softdrinks)	pax	20	P _____	P _____		
PM Snacks (Siopao and Juice in can-240ml)	pax	20	P _____	P _____		
Day 2 (21 February 2024)						
AM Snacks (Spaghetti with bread and Juice in can-240ml)	pax	20	P _____	P _____		
Meals/Lunch (Fish fillet, pork adobo, sotanghon soup, cucumber/tomato salad, rice, water melon fruit and softdrinks)	pax	20	P _____	P _____		
PM Snacks (Donut and Juice in can-240ml)	pax	20	P _____	P _____		
Sub-total			P _____	P _____		

LOT 3					
3rd Level Operational Training for 2024 Livestock and Poultry Survey					
Date: 11 to 12 March 2024					
Day 1 (11 March 2024)					
AM Snacks (Puto Maya with riped Mango and Sikwati)	pax	12	P _____	P _____	
Meals/Lunch (Buttered Chicken, fish Kinilaw, Pancit Bam-e, rice, watermelon fruit and softdrinks)	pax	12	P _____	P _____	
PM Snacks (Banana Cake with drink in can-240ml)	pax	12	P _____	P _____	
Day 2 (12 March 2024)					
AM Snacks (Chocolate Cake and Juice in can-240ml)	pax	12	P _____	P _____	
Meals/Lunch (Shrimp Tempura, pork adobo, Chopsuey, rice, fruit salad and softdrinks)	pax	12	P _____	P _____	
PM Snacks (Empanada and Juice in can-240ml)	pax	12	P _____	P _____	
Sub-total			P _____	P _____	
Lot 4					
3rd Level Operational Training for 2024 Crops Production Survey					
Date: 13 to 14 March 2024					
Day 1 (13 March 2024)					
AM Snacks (Cassava cake and Juice in can-240ml)	pax	9	P _____	P _____	
Meals/Lunch (Fish fillet, pork adobo, sotanghon soup, rice, Mango Tapioca and softdrinks)	pax	9	P _____	P _____	
PM Snacks (Cheese cake and Juice in can-240ml)	pax	9	P _____	P _____	
Day 2 (14 March 2024)					
AM Snacks (Roasted mixed nuts and Juice in can-240ml)	pax	9			
Meals/Lunch (Pork Menudo, Sinigang na Hipon, garden salad, rice, water melon fruit and softdrinks)	pax	9	P _____	P _____	
PM Snacks (Fresh lumpia and Juice in can-240ml)	pax	9	P _____	P _____	
Sub-total			P _____	P _____	
LOT 5					
3rd Level Operational Training for 2024 Cereals Survey					
Date: 25 to 27 March 2024					
Day 1 - PPS/CPS (25 March 2024)					
AM Snacks (Puto, Kutsinta and drink in can)	pax	17	P _____	P _____	
Meals (Lunch) (Fried Chicken, Pinakbit, Fish sweet and sour, rice, Latundan, softdrinks)	pax	17	P _____	P _____	
PM Snacks (Banana Cake with drink in can)	pax	17	P _____	P _____	
Day 2 - MPCSRs (26 March 2024)					
AM Snacks (Siopao with bottled drink)	pax	7	P _____	P _____	
Meals (Lunch) (Pork caldereta, Boiled Vegetables , Sea foods, rice, softdrinks)	pax	7	P _____	P _____	
PM Snacks (Banana Cake with 3 in 1 Coffee)	pax	7	P _____	P _____	
Day 3 - RCSS: H & C (27 March 2024)					
AM Snacks (Spaghetti with bread and Juice in can)	pax	14	P _____	P _____	
Meals/Lunch (Beef steak, fish tinola, vegetable salad, rice, banana fruit and softdrinks)	pax	14	P _____	P _____	
PM Snacks (Carrot cake and Juice in can)	pax	14	P _____	P _____	
<i>Note:</i>					
1. Use of styrofoam and similar single-use plastics which includes, but are not limited to plastic cups, straws, stirrers, utensils, food wrappers, grocery bags, instant food packaging, lids, polyethylene terephthalate (PET) bottles is prohibited for packaging and catering services.					
2. Reusable foodware such as plates, cutlery, containers, stirres, mugs or cups for hot drinks and glass for water or beverage shall be utilized.					
3. Coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also be served in reusable bottles, bowls or dispensers.					
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: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____