



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 Conduct of Various Activities of PSO-SDS for 1st Quarter.

Name of Project	Various Activities for Admin, Civil Registration, and Statistical Unit for the 1st Quarter
Solicitation	SDS RFQ No. 2025-01-005
Reference	SDS PR No. 2025-01-008; 2025-01-009 (lot 1) ; 2025-01-010; 2025-01-011
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)	₱115,260.00
Date of Delivery	Lot 1: March 10-11, 2025 Lot 2: March 12-13, 2025 Lot 3: March 14-15, 2025 Lot 4: February 3, 2025 Lot 5: March 24-25, 2025 Lot 6: February 28, 2025 Lot 7: January 31, 2025 Lot 8: February 5, 2025 Lot 9: February 7, 2025 Lot 10: March 7, 2025 Lot 11: January 30-31, 2025 Lot 12: April 01-04, 2025

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 9:00 A.M on January 22, 2025 at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

Pres P. Villarina
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
Lot 1: Procurement of Catering Services for 2025 Third Level Operational Training on Crops Production Survey (CrPS) ABC: ₱10,800.00 Date of Delivery: 10-11 March 2025						
Day 1, 10 March 2025						
AM Snacks (Cassava cake and Juice in can)	pax	10	₱ _____	₱ _____		
Meals/Lunch (Fish fillet, pork adobo, Calamares, sotanghon soup, rice, Mango Tapioca and Juice in can)	pax	10	₱ _____	₱ _____		
PM Snacks (Cheese cake and Juice in can)	pax	10	₱ _____	₱ _____		
Day 2, 11 March 2025						
AM Snacks (Roasted mixed nuts and Juice in can)	pax	10	₱ _____	₱ _____		
Meals/Lunch (Pork Menudo, Pork Humba, Sinigang na Hipon, garden salad, rice, water melon fruit and Juice in can)	pax	10	₱ _____	₱ _____		
PM Snacks (Fresh lumpia and Juice in can)	pax	10	₱ _____	₱ _____		
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: Procurement of Catering Services for 2025 Third Level Operational Training on Fisheries Survey						
ABC: ₱21,600.00						
Date of Delivery: 12-13 March 2025						
Day 1, 12 March 2025						
AM Snacks (Macaroni Salad and Juice in can)	pax	20	₱ _____	₱ _____		
Meals/Lunch (Beef steak, fish tinola, pakbet, atsara, rice, pine apple fruit and Juice in can)	pax	20	₱ _____	₱ _____		
PM Snacks (Siopao and Juice in can)	pax	20	₱ _____	₱ _____		
Day 2, 13 March 2025						
AM Snacks (Spaghetti with bread and Juice in can)	pax	20	₱ _____	₱ _____		
Meals/Lunch (Fish fillet, pork adobo, sotanghon soup, cucumber/tomato salad, rice, water melon fruit and Juice in can)	pax	20	₱ _____	₱ _____		
PM Snacks (Donut and Juice in can)	pax	20	₱ _____	₱ _____		
Sub-total						
Lot 3: Procurement of Catering Services for 2025 Third Level Operational Training on Livestock and Poultry Survey (LPS)						
ABC: ₱12,960.00						
Date of Delivery: 14-15 March 2025						
Day 1, 14 March 2025 - CLPS						
AM Snacks (Puto Maya with riped Mango and Sikwati)	pax	12	₱ _____	₱ _____		
Meals/Lunch (Buttered Chicken, fish tinola, fish Kinilaw, Pancit Bam-e, rice, watermelon fruit and Juice in can)	pax	12	₱ _____	₱ _____		
PM Snacks (Cassava Cake and Juice in can)	pax	12	₱ _____	₱ _____		
Day 2, 15 March 2025 - BLPS						
AM Snacks (Chocolate Cake and Juice in can)	pax	12	₱ _____	₱ _____		
Meals/Lunch (Shrimp Tempura, pork adobo, Buffalo wings, Chopsuey, rice, fruit salad and Juice in can)	pax	12	₱ _____	₱ _____		
PM Snacks (Empanada and Juice in can)	pax	12	₱ _____	₱ _____		
Sub-total						
Lot 4: Procurement of Catering Services for 2025 Third Level Operational Training on Cereals Survey (MPCSR)						
ABC: ₱3,780.00						
Date of Delivery: February 03, 2025						
03 February 2025 - MPCSR						
AM Snacks (Pancit with bread and Juice in can)	pax	7	₱ _____	₱ _____		
Meals/Lunch (Fish escabeche, chicken adobo, sotanghon soup, cucumber/tomato salad, rice, water melon fruit and Juice in can)	pax	7	₱ _____	₱ _____		
PM Snacks (Chocolate cake and Juice in can)	pax	7	₱ _____	₱ _____		
Sub-total						
Lot 5: Procurement of Catering Services for 2025 Third Level Operational Training on Cereals Survey (PPS/CPS & RCSS:H & C)						
ABC: ₱16,740.00						
Date of Delivery: March 24-25, 2025						
Day 2, 24 March 2025 - PPS/CPS						
AM Snacks (Macaroni Salad and Juice in can)	pax	17	₱ _____	₱ _____		
Meals/Lunch (Pork steak, fish tinola, pakbet, atsara, rice, banana fruit and Juice in can)	pax	17	₱ _____	₱ _____		
PM Snacks (Hamburger and Juice in can)	pax	17	₱ _____	₱ _____		
Day 3, 25 March 2025 - RCSS: H & C						
AM Snacks (Spaghetti with bread and Juice in can)	pax	14	₱ _____	₱ _____		
Meals/Lunch (Beef steak, fish tinola, vegetable salad, rice, banana fruit and Juice in can)	pax	14	₱ _____	₱ _____		
PM Snacks (Carrot cake and Juice in can)	pax	14	₱ _____	₱ _____		
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 6: Procurement of Snacks for Motorcade during Civil Registration Month Celebration ABC: ₱2,400.00 Date of Delivery: February 28, 2025 AM Snacks (Chicken Empanada, canned juice 220 ml and bottled water 350 ml)	pax	20	P _____	P _____		
Lot 7: Procurement of Catering Services for the Training on Public Speaking ABC: ₱2,760.00 Date of Delivery: Friday, January 31, 2025 (1:00pm- 5:00pm) PM Snacks (Empanada and Juice-in-Can, 240mL)	pax	23	P _____	P _____		
Lot 8: Procurement of Catering Services for Training on Personal Finance Management ABC: ₱9,660.00 Date of Delivery: Wednesday, February 5, 2025 (8:00am- 12:00nn) AM Snacks (Tuna sandwich, canned juice 220 ml) Lunch (Humba, Kinilaw, Sweet & Sour Fish Fillet, Steam Veggies with Bagoong, rice, mango fruit and Juice-in-Can, 240mL)	pax	23	P _____	P _____		
	pax	23	P _____	P _____		
<i>Sub-total</i>						
Lot 9: Procurement of Catering Services for QMS Assessment and Evaluation & Learning Session on new COA Circulars, Documentary Requirements for Disbursement & Common Transactions to PSA SDS Personnel ABC: ₱2,880.00 Date of Delivery: Friday, February 7, 2025 (1:00pm- 5:00pm) PM Snacks (Spaghetti with bread and Juice in can-240ml)	pax	24	P _____	P _____		
Lot 10: Procurement of Catering Services for Lecture on Magna Carta of Women & Film Showing on "Ang Kababaihan ng Malolos" ABC: ₱10,080.00 Date of Delivery: Friday, March 7, 2025 (8:00am- 12:00nn) AM Snacks (Clubhouse Sandwich and Juice in can-240ml) Lunch (Pancit Bam-e, Fish Fillet, Chicken Curry, Mixed Seafood Soup, rice, buko pandan and softdrinks-200ml)	pax	24	P _____	P _____		
	pax	24	P _____	P _____		
<i>Sub-total</i>						
Lot 11: Procurement of Catering Services for February 2025 Labor Force Survey (LFS) Third Level Training ABC: ₱4,320.00 Date of Delivery: January 30-31, 2025 January 30 2025 (Day 1) AM Snacks (Rice puto and juice in can 220 ml) Lunch (Fried Chicken & Pinakbit, Fish sweet and sour, rice, Latundan, Fresh calamsi juice 220 ml) PM Snacks (Banana Cake, roasted nuts with juice in can 220 ml) January 31, 2025 (Day 2) AM Snacks (Cassava Cake with juice in can 220 ml) Lunch (Fish Paksiw, Pancit, Shrimps, rice, orange juice 220 ml) PM Snacks (Cheese cake, roasted nuts with juice in can 220 ml)	pax	4	P _____	P _____		
	pax	4	P _____	P _____		
	pax	4	P _____	P _____		
	pax	4	P _____	P _____		
	pax	4	P _____	P _____		
	pax	4	P _____	P _____		
	pax	4	P _____	P _____		
<i>Sub-Total</i>						
Lot 12: Procurement of Catering Services for April 2025 Labor Force Survey (LFS) Third Level Training ABC: ₱17,280.00 Date of Delivery: April 01-04, 2025 April 01, 2025 (Day 1) AM Snacks (puto puti, kutsinta, sapis sapis and juice in can 220 ml) Lunch (Fried Chicken & Pinakbit, Fish sweet and sour, rice, Latundan, fresh fruit juice) PM Snacks (Banana Cake, roasted nuts with juice in can 220 ml)	pax	8	P _____	P _____		
	pax	8	P _____	P _____		
	pax	8	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
April 02, 2025 (Day 2)						
AM Snacks (Cassava Cake with juice in can 220 ml)	pax	8	P _____	P _____		
Lunch (Fish Paksiw, Pancit, Shrimps, rice, banana lakatan, fresh fruit juice)	pax	8	P _____	P _____		
PM Snacks (Mamon with juice in can 220 ml)	pax	8	P _____	P _____		
April 03, 2025 (Day 3)						
AM Snacks (banana cue with roasted nuts, juice in can 220 ml)	pax	8	P _____	P _____		
Lunch (ginatang alimasag, calamares, fish escabeche, tapioca mango with gulaman, fresh fruit juice, rice)	pax	8	P _____	P _____		
PM Snacks (cheese cake with juice in can 220 ml)	pax	8	P _____	P _____		
April 04, 2025 (Day 4)						
AM Snacks (cup cake with roasted nuts, juice in can 220 ml)	pax	8	P _____	P _____		
Lunch (garlic pepper beef, chopsuey, fish tinola, watermelon fruit, rice, iced tea)	pax	8	P _____	P _____		
PM Snacks (kwek-kwek with garden salad, juice in can 220 ml)	pax	8	P _____	P _____		
Sub-total						
Note:						
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, stirrers, 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						
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: _____