



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
 RSSO XIII (CARAGA)



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Catering Services of Various PSA Activities**

<b>Name of Project</b>	Third and Fourth Quarter 2024 Regional Data Review 2024 QMS Internal Audit
<b>Solicitation</b>	RSSO RFQ No. 2024-09-113
<b>Reference Number</b>	RSSO PR No. 2024-09-159 (Lot 1-2), 161 (Lot 3)
<b>Location</b>	PSA - RSSO XIII
<b>Brief Description</b>	Refer to Specification/Table below
<b>Quantity</b>	Refer to table below
<b>Mode of Procurement</b>	Small Value Procurement
<b>Approved Budget for the Contract (ABC)</b>	Lot 1: Php 40,500.00 Lot 2: Php 40,500.00 Lot 3: Php 36,180.00
<b>Date of Delivery</b>	Lot 1: 14-18 October 2024 Lot 2: 16-20 December 2024 Lot 3: 27 September 2024

Please quote your lowest price on the item/s listed below and submits personally using this Request for Quotation Form not later than **09:00AM** on **September 17, 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	
<b>Procurement of Catering Services for Third and Fourth Quarter 2024 Regional Data Review</b>							
<b>Lot 1: Third Quarter on October 14-18, 2024</b>				Total for Lot 1	₱ _____		
<b>Day 1 (October 14, 2024)</b>							
AM Snacks (Pancit Bihon with bread and pineapple juice)	pax	15	₱ _____	₱ _____	_____	_____	
Lunch (Spare ribs, Beef caldereta, Mixed buttered veggie, maja blanca, and plain rice)	pax	15	₱ _____	₱ _____	_____	_____	
PM Snacks (Kakanin: 2 Puto, 2 sapin-sapin and 2 palitaw with orange juice)	pax	15	₱ _____	₱ _____	_____	_____	
<b>Day 2 (October 15, 2024)</b>							
AM Snacks (Special biko and fruit juice)	pax	15	₱ _____	₱ _____	_____	_____	
Lunch (Buttered chicken, beef campito, adobong kangkong, buko salad, and plain rice)	pax	15	₱ _____	₱ _____	_____	_____	
PM Snacks (Custard cake and calamansi juice)	pax	15	₱ _____	₱ _____	_____	_____	
<b>Day 3 (October 16, 2024)</b>							
AM Snacks (Lomi with onion bread and Lemon juice)	pax	15	₱ _____	₱ _____	_____	_____	
Lunch (Fish lauya, chicken inasal, garden salad, brownies, and Plain Rice)	pax	15	₱ _____	₱ _____	_____	_____	
PM Snacks (Chocolate moist cake and pomelo juice)	pax	15	₱ _____	₱ _____	_____	_____	
<b>Day 4 (October 17, 2024)</b>							
AM Snacks (Bake macaroni with toasted bread and pineapple juice)	pax	15	₱ _____	₱ _____	_____	_____	
Lunch (Beef steak tagalog, grilled fish, chopsuey, buko salad, Plain Rice and fresh calamansi juice)	pax	15	₱ _____	₱ _____	_____	_____	
PM Snacks (Ginataang halo-halo or "special binignit")	pax	15	₱ _____	₱ _____	_____	_____	
<b>Day 5 (October 18, 2024)</b>							
AM Snacks (Cassava cake and lemon juice)	pax	15	₱ _____	₱ _____	_____	_____	
Lunch (Chicken afritada, breaded fish w/ chili mustard dip, chopsuey, graham float, and Plain Rice)	pax	15	₱ _____	₱ _____	_____	_____	
PM Snacks (Cheeseburger with potato chips and apple juice)	pax	15	₱ _____	₱ _____	_____	_____	
<b>Lot 2: Fourth Quarter on December 16-20, 2024</b>				Total for Lot 2	₱ _____		
<b>Day 1 (December 16, 2024)</b>							
AM Snacks (Bihon guisado with cheese sandwich and pineapple juice)	pax	15	₱ _____	₱ _____	_____	_____	
Lunch (Bistek tagalog, native chicken tinola, ginataangangka, brownies, and Plain Rice and fresh fruit juice)	pax	15	₱ _____	₱ _____	_____	_____	
PM Snacks (Chocolate moist cake and pomelo juice)	pax	15	₱ _____	₱ _____	_____	_____	

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Day 2 (December 17, 2024)</b>						
AM Snacks (Special biko and orange juice)	pax	15	P _____	P _____	_____	_____
Lunch (Buttered chicken, fish (tuna) tinola, adobong kangkong, buko salad, and plain rice and fresh fruit juice)	pax	15	P _____	P _____	_____	_____
PM Snacks (Custard cake and pineapple juice)	pax	15	P _____	P _____	_____	_____
<b>Day 3 (December 18, 2024)</b>						
AM Snacks (Lasagna with onion bread and Lemon juice)	pax	15	P _____	P _____	_____	_____
Lunch (Fish lauya, chicken inasal, garden salad, brownies, and Plain Rice)	pax	15	P _____	P _____	_____	_____
PM Snacks (Chocolate moist cake and pomelo juice)	pax	15	P _____	P _____	_____	_____
<b>Day 4 (December 19, 2024)</b>						
AM Snacks (Spaghetti with toasted bread and pineapple juice)	pax	15	P _____	P _____	_____	_____
Lunch (Beef steak tagalog, grilled fish, chopsuey, buko salad, Plain Rice and fresh calamansi juice)	pax	15	P _____	P _____	_____	_____
PM Snacks (Ginataang halo-halo or "special binignit")	pax	15	P _____	P _____	_____	_____
<b>Day 5 (December 20, 2024)</b>						
AM Snacks (Pancit bihon with bread and lemon juice)	pax	15	P _____	P _____	_____	_____
Lunch (Beef afritada, breaded fish w/ chili mustard dip, ensaladang talong, graham float, and Plain Rice and fresh fruit juice)	pax	15	P _____	P _____	_____	_____
PM Snacks (Turon w/ langka and apple juice)	pax	15	P _____	P _____	_____	_____
<b>Procurement of Catering Services for the 2024 QMS Internal Audit on September 27, 2024</b>						
<b>Lot 3: 2024 QMS Internal Audit on September 27, 2024</b>						
			Total for Lot 3	P _____		
AM Snacks (Kakanin-puto, kutchinta, suman, and canned juice)	pax	67	P _____	P _____	_____	_____
Lunch (Beef Steak, Garlic Chicken, Fish Tinola, Rice, Vegetable Salad, and Softdrinks)	pax	67	P _____	P _____	_____	_____
PM Snacks (Burger with chips and canned juice)	pax	67	P _____	P _____	_____	_____
<b>Inclusion:</b>						
•Free flowing coffee						
<b>Note:</b>						
1. Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering services						
2. Reusable food wares such as plates, cutlery, containers, stirrers, mugs, or cups for hot drinks, and glasses for water or beverages shall be utilized						
3. Coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also be						
<b>TOTAL AMOUNT IN FIGURES:</b>				P _____		
<b>TOTAL AMOUNT IN WORDS:</b>						

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: \_\_\_\_\_

Fax No. \_\_\_\_\_ Tel No. \_\_\_\_\_

Date: \_\_\_\_\_

EmailAddress: \_\_\_\_\_

Cellphone No. \_\_\_\_\_