

Request for Procurement of Catering Services

Title of Activity : 2022 CAF Provincial/City/Municipal Census Coordinating Board (P/C/MCCB) Convening and Meetings
 Date/s of Activity : May to Dec 2023
 Venue : TBA and 18 cities and municipalities

Date of Meeting	Meals	Unit Price	No. of Pax	No. of Meeting	Total ABC	Menu
2nd Quarter May - June	AM/PM Snacks	₱ 150.00	275	1	₱ 41,250.00	Fettuccine Alfredo Garlic Toasted Bread Four Seasons Canned Juice
3rd Quarter July - Sep	AM/PM Snacks	₱ 150.00	275	1	₱ 41,250.00	Bihon Guisado Turon Iced Tea with Lemon
4th Quarter Oct - Dec	AM/PM Snacks	₱ 150.00	275	1	₱ 41,250.00	Pansit - Palabok Puto Lanzon Pineapple Juice in can
					₱ 123,750.00	

Breakdown of no. of pax

PCCB - 20 members (plus 1 PO staff and 1 Driver)	275
C/MCCB - 12 members (18 cities/muns) (plus 1 PO staff and/or driver)	22
*19 - Allowance/buffer	234
	19

Other requirements:
 1. Free flowing coffee and drinking water

Frequency of Meeting

1 every quarter as per PSA Board Res No. 4 series of 2023

Member of PCCB and C/MCCB as per PSA Board Resolution No. 4 series of 2023

PCCB		C/MCCB	
Position	Agency	Position	Agency
1 Chairperson	: Provincial Governor	Chairperson	: City/Municipal Mayor
Vice - Chairperson	: PSA Albay PO - CSS	Vice - Chairperson	: PSA Albay PO - Focal Person
2 Members or Resource Persons	: Provincial Agriculturist/Chief Agriculturist	Members or Resource Persons	: City/Municipal Agriculturist
3	Agriculture Programs Coordination Officer		City/Municipal Agrarian Reform Officer
4	Provincial Fisheries Officer/Chief Aquaculturist		City/Municipal Planning Development Officer
5	Provincial/Chief Agrarian Reform Program Officer		City/Municipal Police Directors
	Provincial Planning Development Coordinator		Sangguniang Panlungsod/Bayan Committee Chairpersons on Agriculture and/or Fisheries
6			City/Municipal Civil Registrar
7	Provincial Police Director		City/Municipal Assessor
	Sangguniang Panlalawigan/Provincial Board Chairperson on Agriculture Committee		
8	Provincial Assessor		
9			City/Municipal Environment and Natural Resources Officer
	President(s) of State Universities and Colleges (SUCs) with programs/courses related to agriculture/fisheries		City/Municipal Disaster Risk Reduction and Management Officer
10			
	Provincial Agricultural and Fishery Council representative		Sangguniang Kabataan Federation President
11			
	Provincial Cooperatives Development Specialist		President of Barnagay Captains Associations
12			
	At most two (2) representatives from the private sectors (i.e., leaders of agriculture/fisheries associations/cooperatives/insitutions, representative of establishment with agriculture/fishing activities		
13-14			
15	Cooperative Development Authority representative		
16	Irrigation Management Office Division Manager		
17	Provincial Environment and Natural Resources Officer		
18	Provincial Disaster Risk and Management Officer		
19	Provincial Engineering Officer		
20 Secretariat	: PSA Albay PO - SSS		

Notes:

- Member of PCCB with yellow highlight are PSC members

Prepared by:


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Noted by:


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 CSS