



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 **Meals and Snacks for January to March 2024 Agricultural Surveys' Trainings; Quarterly Meeting of the Provincial Inter-Agency Committee on CRVS; and PSA-C/MCRs Monthly Meeting, Learning Session and Dialogue.**

Name of Project	Agri-Stat Trainings & Civil Registration
Solicitation	ADS RFQ No. 2024-01-003
Reference No.	ADS PR No. 2024-01-004
	ADS PR No. 2024-01-005
	ADS PR No. 2024-01-008
Location	PSA - AGUSAN 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: Php4,320.00; Lot 2: Php4,320.00; Lot 3: Php28,080.00; Lot 4: Php5,850.00; & Lot 5: Php12,000.00
Date of Delivery	Lot 1: January 30, 2024; Lot 2: February 28, 2024; Lot 3: March 15, 18, 19, 26 & March 27, 2024; Lot 4: February 8, 2024; & Lot 5: January 24, 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 **January 17, 2024** the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

M. Bonachita
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: February 2024 Rice and Corn Stocks Survey (RCSS): Commercial and Household and Monthly Palay and Corn Situation Report (MPCSR) Training						
Date of Activity: January 30, 2024						
Item 1: AM Snack (Bottled juice and cassava cake)	pax	8	₱ _____	₱ _____		
Item 2: Meal/Lunch Beef steak, fish escabeche and pancit, fruits, 1 softdrink, Unlimited Rice	pax	8	₱ _____	₱ _____		
Item 3: PM Snack (tsokolate and biko)	pax	8	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
LOT 2:						
Activity: March 2024 Rice and Corn Stocks Survey (RCSS): Commercial and Household and Monthly Palay and Corn Situation Report (MPCSR) Training						
Date of Activity: February 28, 2024						
Item 1: AM Snack (Bottled juice and chocolate cake)	pax	8	₱ _____	₱ _____		
Item 2: Meal/Lunch Adobong Manok, Tinolang isda and Guso salad, fruits, 1 softdrink, Unlimited Rice	pax	8	₱ _____	₱ _____		
Item 3: PM Snack (Bottled juice and Binignit)	pax	8	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
LOT 3:						
Activity: March 2024 Quarterly Aquaculture Survey (QAQs) and Quarterly Inland Fisheries Survey (QIFS) Training						
Date of Activity: March 15, 2024						
Item 1: AM Snack (Bottled juice and sphagetti)	pax	8	₱ _____	₱ _____		
Item 2: Meal/Lunch Beef steak, Fried chicken and chopsuey, fruits, 1 softdrink, Unlimited Rice	pax	8	₱ _____	₱ _____		
Item 3: PM Snack (tsokolate and biko)	pax	8	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Activity: March 2024 Crops Production Survey (CrPS) Training						
Date of Activity: March 18, 2024						
Item 1: AM Snack (Bottled juice and empanada)	pax	8	₱ _____	₱ _____		
Item 2: Meal/Lunch Pork adobo, fish kinilaw and chopsuey fruits, 1 softdrink, Unlimited Rice	pax	8	₱ _____	₱ _____		
Item 3: PM Snack (Bottled Juice and banana toron)	pax	8	₱ _____	₱ _____		
Activity: April 2024 Round Commercial and Backyard Livestock and Poultry Survey (C/B LPS) Training						
Date of Activity: March 19, 2024						
Item 1: AM Snack (Bottled juice and suman)	pax	8	₱ _____	₱ _____		
Item 2: Meal/Lunch Pork adobo, fish kinilaw and chopsuey fruits, 1 softdrink, Unlimited Rice	pax	8	₱ _____	₱ _____		
Item 3: PM Snack (Juice and binignit)	pax	8	₱ _____	₱ _____		
Activity: April 2024 Round Palay and Corn Production Survey (PCPS) Training						
Day 1: March 26, 2024						
Item 1: AM Snack (canned juice and meat bread)	pax	15	₱ _____	₱ _____		
Item 2: Meal/Lunch Beef steak, fish fillet and bihon/sotanghon, fruits, 1 softdrink, Unlimited Rice	pax	15	₱ _____	₱ _____		
Item 3: PM Snack (Ice tea and cassava cake)	pax	15	₱ _____	₱ _____		
Day 2: March 27, 2024						
Item 1: AM Snack (Bottled juice and banana/camote cue)	pax	15	₱ _____	₱ _____		
Item 2: Meal/Lunch Pork adobo, fish kinilaw and chopsuey fruits, 1 softdrink, Unlimited Rice	pax	15	₱ _____	₱ _____		
Item 3: PM Snack (canned juice and bodbod)	pax	15	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 4: QUARTERLY MEETING (1st Quarter - 2024) OF THE PROVINCIAL INTER-AGENCY COMMITTEE ON CRVS						
Date of Activity: February 8, 2024						
Item 1: AM Snacks (1 320 ml canned juice and bread torta)	pax	13	₱ _____	₱ _____		
Item 2: Meal/Lunch 3 Main Dish (Pork caldereta, Fish kinilaw, Buttered shrimp, 1 Dessert, 1 softdrink, unli rice)	pax	13	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 5: PSA-C/MCRs Monthly Meeting, Learning Session & Dialogue						
Date: January 24, 2024						
Item 1: AM Snacks (fresh orange juice and banana fritters)	pax	20	₱ _____	₱ _____		
Item 2: Meal/Lunch (Pork caldereta, Fish kinilaw, Buttered shrimp, 1 Dessert, 1 softdrink, unli rice)	pax	20	₱ _____	₱ _____		
Item 3: PM Snacks (tsokolate and puto maya with mango)	pax	20	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Specs for AM/PM Snacks:						
Packaging: Recyclable (e.g., carton or paper- made material, wooden spoon and fork, paper cups, paper straws)						
Specs for Meals: 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:				₱ _____		
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: _____