



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 on the **Catering services for the Lot 1: training/workshop on Special Release Preparation and Other Publications on April 30, 2024, Lot 2: the Revisiting Decentralized Copy Annotation Process (Virtual and Onsite) on April 18, 2024, LOT 3: Catering Services for the Seminar on RA 9048/RA 10172 Virtual and On Site on May 14, 2024, LOT 4: Catering Services for the IACCRVS-Caraga 2nd Quarter Meeting on May 21, 2024, LOT 5: Catering Services for the Seminar on RA 9255, Virtual and On Site on June 13, 2024 and LOT 6: Catering services for 1st Quarter 2024 Regional Data Review on April 15 - 19, 2024**

Name of Project	Civil Registration and Vital Statistics Activities and 2024 1st Quarter Regional Data Review
Solicitation	RSSO RFQ NO.2024-04-028
Reference Number	RSSO PR No.2024-03-035, 2024-03-044 & 2024-03-040
Location	PSA - RSSO XIII
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: Php 9,720.00
	Lot 2: Php 3,240.00
	Lot 3: Php 3,240.00
	Lot 4: Php 9,240.00
	Lot 5: Php 3,240.00
	Lot 6: Php 40,500.00
Date of Delivery	Lot 1: April 30, 2024
	Lot 2: April 18, 2024
	Lot 3: May 14, 2024
	Lot 4: May 21, 2024
	Lot 5: June 14, 2025
	Lot 6: April 15-19, 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 **March 22, 2024** 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: Catering services for the training/workshop on Special Release Preparation and Other Publications on April 30, 2024	LOT					
Am snacks (clubhouse sandwich and pineapple juice in can, 220 ml)		18	₱ _____	₱ _____		
Lunch - 1 soup- Fish tinola, 2 main dish - Crispy Lechon Kawali & Calamares, 1 side dish- Pinakbet, Rice, Dessert- mango float, 1 bottled softdrinks		18	₱ _____	₱ _____		
PM Snacks (baked macaroni and 4 seasons juice in can, 220 ml)		18	₱ _____	₱ _____		
Inclusion: Free Flowing Coffee						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
LOT 2: Catering Services for the Revisiting Decentralized Copy Annotation Process (Virtual and Onsite) on April 18, 2024 AM Snacks (Cheese Burger with Chips and Kalamansi Juice, in Bottle, 240 ml Meals (Lunch) 2 Main Dish (Pork Adobo and Grilled Tuna), 1 Side Dish (Fresh Lumpia with Peanut Sauce), 1 Soup (Chicken Macaroni Soup), Unlimited Rice, 1 Soda (Coke/Sprite in Bottle, 300 ml) and Fruit in Season (Banana/Pineapple/Watermelon) PM Snacks (Kakanin (Kutsinta, Budbod and Cheese Puto and 1 Soda (Coke/Sprite in Bottle, 300 ml) Other Inclusion: Free Flowing Coffee	LOT					
		6	P _____	P _____		
		6	P _____	P _____		
		6	P _____	P _____		
LOT 3: Catering Services for the Seminar on RA 9048/RA 10172 Virtual and On Site on May 14, 2024 AM Snacks (Bihon Guisado with 2 Pieces of Toasted Bread and Unsweetened Pineapple Juice, in Can, 240 ml) Meals (Lunch) 2 Main Dish (Fried Chicken and Pork Menudo),1 Side Dish (Vegetable Spring Roll),1 Soup (Chicken Macaroni Soup),Unlimited Rice, 1 Soda (Coke/Sprite in Bottle, 300 ml) and Fruit in Season (Banana/Pineapple/Watermelon) PM Snacks (Club House Sandwich with Chips and 1 Soda (Coke/Sprite in Bottle, 300 ml) Other Inclusion: Free Flowing Coffee	LOT					
		6	P _____	P _____		
		6	P _____	P _____		
		6	P _____	P _____		
LOT 4: Catering Services for the IACCRVS-Caraga 2nd Quarter Meeting on May 21, 2024 AM Snacks (1 sliced Chocolate Cake and Coke Zero/Sugar Free, in Can, 240 ml Meals (Lunch) (2 Main Dish (Chicken Inato and Beef Kare-Kare), 1 Side Dish (Bihon Guisado), 1 Soup (Fish Tinola),Unlimited Rice,1 Soda (Coke/Sprite in Bottle, 300 ml) and Fruit in Season (Banana/Pineapple/Watermelon) Other Inclusion: Free Flowing Coffee	LOT					
		22	P _____	P _____		
		22	P _____	P _____		
LOT 5: Catering Services for the Seminar on RA 9255, Virtual and On Site on June 13, 2024 AM Snacks (Chicken Fillet Sanwich in Bun with Chips and Pineapple Orange Juice, in Can, 240 ml Meals (Lunch) 2 Main Dish (Lechon Kawali and Beef Kare-Kare),1 Side Dish (Fresh Lumpia with Peanut Sauce),1 Soup (Chowder Soup),Unlimited Rice,1 Soda (Coke/Sprite in Bottle, 300 ml),Fruit in Season (Banana/Pineapple/Watermelon) PM Snacks (Cheese Hotdog in a Bun with Potato Fries and Pineapple Orange Juice, in Can, 240 ml Other Inclusion: Free Flowing Coffee	LOT					
		6	P _____	P _____		
		6	P _____	P _____		
		6	P _____	P _____		
LOT 6: Catering services for 1st Quarter 2024 Regional Data Review on April 15 - 19, 2024 Day 1 (April 15, 2024) AM Snacks (Bake macaroni with toasted bread and pineapple juice) Lunch (Spare ribs, Beef caldereta, Mixed buttered veggie, Ube maja, and plain rice) PM Snacks (Kakanin (Puto, sabin-sapin and palitaw and orange juice)	LOT					
		15	P _____	P _____		
		15	P _____	P _____		
		15	P _____	P _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT Inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 2 (April 16, 2024)						
AM Snacks (Special biko and sikwate)		15	P _____	P _____		
Lunch (Buttered chicken, beef campoto, adobong kangkong, buko salad, and plain rice)		15	P _____	P _____		
PM Snacks (Custard cake and calamansi juice)		15	P _____	P _____		
Day 3 (April 17, 2024)						
AM Snacks (Lasagna with onion bread and Lemon juice)		15	P _____	P _____		
Lunch (Fish lauya, chicken inasal, garden salad, brownies, and Plain Rice)		15	P _____	P _____		
PM Snacks (Chocolate moist cake and pomelo juice)		15	P _____	P _____		
Day 4 (April 18, 2024)						
AM Snacks (Spaghetti with toasted bread and pineapple juice)		15	P _____	P _____		
Lunch (Beef steak tagalog, grilled fish, chopsuey, buko salad, Plain Rice and fresh calamansi juice)		15	P _____	P _____		
PM Snacks (Ginataang halo-halo or "special binignit")		15	P _____	P _____		
Day 5 (April 19, 2024)						
AM Snacks (Pancit bihon with bread and lemon juice)		15	P _____	P _____		
Lunch (Chicken afritada, breaded fish w/ chili mustard dip, chopsuey, graham float, and Plain Rice)		15	P _____	P _____		
PM Snacks (Turon w/ langka and apple juice)		15	P _____	P _____		
Inclusion: Free flowing coffee						
Note:						
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 served in re-usable 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: _____