



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 (AM/PM Snacks & Lunch) during the Orientation for the 2024 Census of Population and Community-Based Monitoring System Barangay Profile Questionnaire Data Collection, Service Facilities and Government Projects Listing.**

Name of Project	2024 POPCEN and CBMS
Solicitation	ADS RFQ No.2024-05-001
Reference No.	ADS PR No. 2024-05-018
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 :Php 25,380.00 Lot 2 :Php 7,560.00 Lot 3 :Php 27,540.00 Lot 4 :Php 10,260.00 Lot 5 :Php 11,340.00 Lot 6 :Php 19,440.00 Lot 7 :Php 8,100.00 Lot 8 :Php 16,740.00 Lot 9 :Php 15,660.00 Lot 10:Php 8,100.00 Lot 11 :Php 10,800.00 Lot 12 :Php 10,800.00 Lot 13 :Php 12,960.00 Lot 14 :Php 15,120.00
Date of Delivery	Any 1 day in May 2024

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 09:00 A.M on May 24, 2024 to the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

M. Mi
BERNADETH I. BONACHITA
 RBAC Chairperson

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPS) shall be allowed to submit the quotation.
2. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
3. Late submission of quotation shall not be accepted.
4. Bids exceeding the ABC shall be disqualified.
5. Terms of Payment shall be made through check payable to the supplier.
6. 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).
7. 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.
8. 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.
9. 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.

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Orientation for the 2024 Census of Population and Community-Based Monitoring System Barangay Profile Questionnaire Data Collection, Service Facilities and Government Projects Listing						
Date of Activity: (Any 1 day in May 2024 per C/MLGU)						
Lot 1: CLGU Bayugan City						
AM Snacks	lot					
(Spaghetti with bread and fresh lemon juice)		47	₱ _____	₱ _____		
Lunch						
(Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		47	₱ _____	₱ _____		
PM Snacks						
(Banana cake and empanada with Mango shake)		47	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 2: MLGU Bunawan						
AM Snacks	lot					
(Spaghetti with bread and fresh lemon juice)		14	₱ _____	₱ _____		
Lunch						
PM Snacks						
(Banana cake and empanada with Mango shake)		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 3: MLGU Esperanza	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		51	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		51	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		51	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 4: MLGU La Paz	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		19	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		19	₱ _____	₱ _____		
PM Snacks		19	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 5: MLGU Loreto	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		21	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		21	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		21	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 6: MLGU Prosperidad	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		36	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		36	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		36	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 7: MLGU Rosario	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		15	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		15	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		15	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 8: MLGU San Francisco	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		31	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		31	₱ _____	₱ _____		
PM Snacks		31	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 9: MLGU San Luis	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		29	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		29	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		29	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 10: MLGU Sta. Josefa	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		15	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		15	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		15	₱ _____	₱ _____		
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 11: MLGU Talacogon	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		20	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		20	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		20	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 12: MLGU Trento	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		20	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		20	₱ _____	₱ _____		
PM Snacks		20	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 13: MLGU Veruela	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		24	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		24	₱ _____	₱ _____		
PM Snacks (Banana cake and empanada with Mango shake)		24	₱ _____	₱ _____		
Sub-total			₱ _____	₱ _____		
Lot 14: MLGU Sibagat	lot					
AM Snacks (Spaghetti with bread and fresh lemon juice)		28	₱ _____	₱ _____		
Lunch (Pork adobo, Fish kinilaw, vegetable lumpia, fruit salad, rice, fresh lemon juice)		28	₱ _____	₱ _____		
PM Snacks		28	₱ _____	₱ _____		
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						
<i>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.</i>						
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: _____

Fax No. _____ Tel No. _____

Email Address: _____

Cellphone No. _____

Date: _____