



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 for October to December 2024 Agricultural Surveys' Trainings (Lot 1 & 2), Conduct of Wellness Seminar & Team Building Activities & Financial Literacy Training (Lot 3 & 4), Third Level Training on October 2024 Labor Force Survey and 2024 Survey on Overseas Filipino (Lot 5) and Fourth Quarter Meeting of the Provincial Inter-Agency Committee on CRVS (Lot 6).**

<b>Name of Project</b>	Agri-Stat Trainings Wellness Seminar & Team Building Activities & Financial Literacy Training Labor Force Survey/Survey on Overseas Filipino Inter-Agency Committee on Civil Registration and Vital Statistics Meetings
<b>Solicitation</b>	<b>ADS RFQ No. 2024-09-003</b>
<b>Reference No.</b>	<b>ADS PR No. 2024-09-032</b> <b>ADS PR No. 2024-09-033</b> <b>ADS PR No. 2024-09-034</b> <b>ADS PR No. 2024-09-035</b>
<b>Location</b>	PSA - AGUSAN DEL SUR
<b>Brief Description</b>	Refer to Specification/Table below
<b>Quantity</b>	Refer to table below
<b>Mode of Procurement</b>	<b>NP-Small Value Procurement</b>
<b>Approved Budget for the Contract (ABC)</b>	<b>Lot 1: Php 5,400.00</b> <b>Lot 2: Php 31,320.00</b> <b>Lot 3: Php 12,420.00</b> <b>Lot 4: Php 12,420.00</b> <b>Lot 5: Php 17,280.00</b> <b>Lot 6: Php 5,460.00</b>
<b>Date of Delivery</b>	Lot 1: October 30, 2024 Lot 2: October 12, 13, 14, 26 and November 27-28 2024 Lot 3: September 19, 2024 Lot 4: September 20, 2024 Lot 5: October 3-5 & 7, 2024 Lot 6: November 22, 2024

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than 9:00 A.M on September 17, 2024 to 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>LOT 1:</b>	lot					
<b>Activity: November 2024 Rice and Corn Stocks Survey (RCSS): Commercial and Household and Monthly Palay and Corn Situation Report (MPCSR) Training</b>						
<b>Date of Activity: October 30, 2024</b>						
Item 1: AM Snack (Blue ternate juice w/ calamansi and cassava cake)		10	₱ _____	₱ _____		
Item 2: Meal/Lunch Beef steak, fish escabeche and pancit, fruits, Mango Juice, Unlimited Rice		10	₱ _____	₱ _____		
Item 3: PM Snack (tsokolate and biko)		10	₱ _____	₱ _____		
<b>Sub-total</b>			₱ _____	₱ _____		
<b>LOT 2:</b>	lot					
<b>Activity: November 2024 Quarterly Aquaculture Survey (QAqS) and Quarterly Inland Fisheries Survey (QIFS) Training</b>						
<b>Date of Activity: November 12, 2024</b>						
Item 1: AM Snack (Buko juice and sphagetti)		8	₱ _____	₱ _____		
Item 2: Meal/Lunch Beef steak, Fried chicken and chopsuey, fruits, Blue ternate juice w/ calamansi, Unlimited Rice		8	₱ _____	₱ _____		
Item 3: PM Snack (tsokolate and biko)		8	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Activity: November 2024 Crops Production Survey (CrPS) Training</b>						
<b>Date of Activity: November 13, 2024</b>						
Item 1: AM Snack (Turmeric juice w/ calamansi and empanada)		10	₱ _____	₱ _____		
Item 2: Meal/Lunch Pork adobo, fish kinilaw and chopsuey fruits, Mango juice, Unlimited Rice		10	₱ _____	₱ _____		
Item 3: PM Snack (Buko Juice and banana toron)		10	₱ _____	₱ _____		
<b>Activity: January 2025 Round Commercial and Backyard Livestock and Poultry Survey (C/B LPS) Training</b>						
<b>Date of Activity: November 14, 2024</b>						
Item 1: AM Snack (Buko juice and suman)		10	₱ _____	₱ _____		
Item 2: Meal/Lunch Pork adobo, fish kinilaw and chopsuey fruits, Turmeric juice w/ calamansi, Unlimited Rice		10	₱ _____	₱ _____		
Item 3: PM Snack (Mango Juice and binignit)		10	₱ _____	₱ _____		
<b>Activity: January 2025 Round Palay and Corn Production Survey (PCPS) Training</b>						
<b>Day 1: November 27, 2024</b>						
Item 1: AM Snack (Mango juice and meat bread)		15	₱ _____	₱ _____		
Item 2: Meal/Lunch Beef steak, fish fillet and bihon/sotanghon, fruits, Buko juice, Unlimited Rice		15	₱ _____	₱ _____		
Item 3: PM Snack (Turmeric juice w/ calamansi and cassava cake)		15	₱ _____	₱ _____		
<b>Day 2: November 28, 2024</b>						
Item 1: AM Snack (Bottled juice and banana/camote cue)		15	₱ _____	₱ _____		
Item 2: Meal/Lunch Pork adobo, fish kinilaw and chopsuey fruits, buko juice, Unlimited Rice		15	₱ _____	₱ _____		
Item 3: PM Snack (Camote tops juice w/ Calamansi and bodbod)		15	₱ _____	₱ _____		
<b>Sub-total</b>			₱ _____	₱ _____		
<b>Lot 3</b>	lot					
<b>Activity: Wellness Seminar &amp; Team Building Activities</b>						
<b>Date of Activity: September 19, 2024</b>						
Item 1: AM Snack (tapioca and meat bread)		23	₱ _____	₱ _____		
Item 2: Meal/Lunch Beef Caldereta, fish kinilaw and chopsuey, fruits/dessert, fresh pineapple juice, Unlimited Rice		23	₱ _____	₱ _____		
Item 3: PM snacks (fresh mango juice & empanada)		23	₱ _____	₱ _____		
<b>Sub-total</b>			₱ _____	₱ _____		
<b>Lot 4</b>	lot					
<b>Activity: Conduct Financial Literacy Training</b>						
<b>Date of Activity: September 20, 2024</b>						
Item 1: AM Snack (fresh lemon juice and cassava cake)		23	₱ _____	₱ _____		
Item 2: Meal/Lunch Pork steak, fish fillet, chopsuey, 1 Side dish/fruits/dessert, fresh pineapple juice, Unlimited Rice		23	₱ _____	₱ _____		
Item 3: PM snacks (hamburger and fresh calamansi juice)		23	₱ _____	₱ _____		
<b>Sub-total</b>			₱ _____	₱ _____		
<b>Lot 5: Third Level Training on October 2024 Labor Force Survey and 2024 Survey on Overseas Filipino</b>	lot					
<b>Date of Activity: October 3-5 &amp; 7, 2024</b>						
<b>Day 1: October 3, 2024</b>						
AM Snacks (bihon guisado w/ toasted bread, fresh lemon juice)		8	₱ _____	₱ _____		
Lunch (pork adobo, buttered chicken, ginataang langka, beef buto soup, fruit salad, rice, fresh pineapple juice)		8	₱ _____	₱ _____		
PM Snacks (special mamon, fresh mango juice)		8	₱ _____	₱ _____		
<b>Day 2: October 4, 2024</b>						
AM Snacks (baked spaghetti, fresh calamansi juice)		8	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lunch (pork menudo, shrimp rebusado, chopsuey, sotanghon soup, mango float, rice, fresh pineapple juice)		8	P _____	P _____		
PM Snacks (cassava roll, fresh avocado juice)		8	P _____	P _____		
<b>Day 3: October 5, 2024</b>						
AM Snacks (hamburger, fresh mango juice)		8	P _____	P _____		
Lunch (beef steak w/ pineapple, fish fillet in escabeche, ngohiong, meatless soup, buko macapauno salad, fresh lemon juice, rice)		8	P _____	P _____		
PM Snacks (assorted kakanin, fresh turmeric juice)		8	P _____	P _____		
<b>Day 4: October 7, 2024</b>						
AM Snacks (carrot cake, fresh mango juice)		8	P _____	P _____		
Lunch (fish tinola, pork bola-bola, vegetable kare-kare, macaroni salad, fresh pineapple juice, rice)		8	P _____	P _____		
PM Snacks (mamon pineapple, blue ternate juice)		8	P _____	P _____		
<b>Sub-total</b>			P _____	P _____		
<b>Lot 6: Fourth Quarter Meeting of the Provincial Inter-Agency Committee on CRVS</b>	lot					
<b>Date of Activity: November 22, 2024</b>						
Item 1: AM Snacks ( fresh mango juice and bread torta)		13	P _____	P _____		
Item 2: Meal/Lunch 3 Main Dish (Pork caldereta, Fish kinilaw, Buttered shrimp, 1 Dessert, fresh calamansi juice, unli rice)		13	P _____	P _____		
<b>Sub-total</b>			P _____	P _____		
<b>Specs for AM/PM Snacks:</b>						
<b>Packaging: Recyclable (e.g., carton or paper- made material, wooden spoon and fork, paper cups, paper straws)</b>						
<b>Specs for Meals: Buffet style catering service: Reusable plates, mugs, and cutlery</b>						
<b>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.</b>						
<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: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

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