



REPUBLIC OF THE PHILIPPINES
PHILIPPINE STATISTICS AUTHORITY
 RSSO XIII (Caraga)

REQUEST FOR QUOTATION FORM

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Catering Services for the Conduct of Provincial Level Training on Retail Price Survey, 35th National Statistics Month (NSM), and 2024 Internal Quality Management Audit**

Name of Project	Provincial Level Training on Retail Price Survey 35th National Statistics Month (NSM) 2024 Internal Quality Management Audit
Solicitation	Solicitation No. 2024-09-006
PR Number	SDN PR No. 2024-09-055, 057, 059
Location	PSA Surigao del Norte
Brief Description	Refer to specification/table below
Quantity	Refer to table below
Mode of Procurement	Small Value Procurement
Approved Budget for the Contract (ABC)	Lot 1: P16,200.00 Lot 2: P30,000.00 Lot 3: P12,000.00 Lot 4: P12,000.00 Lot 5: P12,000.00 Lot 6: P11,100.00
Date of Delivery	Lot 1: October 28-30, 2024 Lot 2: October 24-26, 2024 Lot 3: October 17, 2024 Lot 4: October 18, 2024 Lot 5: October 19, 2024 Lot 6: October 15, 2024

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **10:00 AM on October 02, 2024** at the PSA 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
PR NO. 2024-09-055						
Lot 1: Provincial Level Training on Retail Price Survey						
Date of Activity: October 28-30, 2024						
October 28, 2024						
AM snacks-carbonara and canned juice 220ml	Pax	10	₱ _____	₱ _____		
Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
PM snacks-Native puto and biko and hot chocolate	Pax	10	₱ _____	₱ _____		
October 29, 2024						
AM snacks- Burger and Canned Juice 220ml	Pax	10	₱ _____	₱ _____		
Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat) , 1 leche flan, 2 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
PM snacks-Bihon and canned juice 220ml	Pax	10	₱ _____	₱ _____		
October 30, 2024						
AM snacks-apple pie and canned juice 220ml	Pax	10	₱ _____	₱ _____		
Lunch-3 dishes (beef kare-kare, nagka salad, sweet and sour fish), 1 macaroni salad, 2 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
PM snacks-chocolate cake and canned juice 220ml	Pax	10	₱ _____	₱ _____		
PR NO. 2024-09-057						
35th National Statistics Month (NSM)						
Date of Activity: October 17-19 & 24-26, 2024						
Lot 2: Lecture on Gender and Special Population Groups based on the 2020 CPH for College Students						
24 October 2024 (Surigao Education Center and St. Paul University Surigao)						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
AM snacks-(chicken burger and can juice 220ml)	Pax	50	₱ _____	₱ _____		
PM snacks-(apple pie special and can juice 220ml)	Pax	50	₱ _____	₱ _____		
25 October 2024 (NorthEastern Mindanao Colleges and Surigao del Norte State University)						
AM snacks-(chicken burger and can juice 220ml)	Pax	50	₱ _____	₱ _____		
PM snacks-(apple pie special and can juice 220ml)	Pax	50	₱ _____	₱ _____		
26 October 2024 (STI Surigao)						
AM snacks-(chicken burger and can juice 220ml)	Pax	50	₱ _____	₱ _____		
Lot 3: Balak Statistics, Sajaw nan Statistics, and Istoryahan nan Statistics Contest 17 October 2024 (DepEd Schools Division of Surigao del Norte)						
PM Snacks - (mc chicken burger, 220ml juice)	Pax	100	₱ _____	₱ _____		
Lot 4: Balak Statistics, Sajaw nan Statistics, and Istoryahan nan Statistics Contest 18 October 2024 (DepEd Schools Division of Surigao City)						
PM Snacks - (mc chicken burger, 220ml juice)	Pax	100	₱ _____	₱ _____		
Lot 5: Balak Statistics, Sajaw nan Statistics, and Istoryahan nan Statistics Contest 19 October 2024 (DepEd Schools Division of Siargao)						
PM Snacks - (mc chicken burger, 220ml juice)	Pax	100	₱ _____	₱ _____		
PR NO. 2024-09-059						
Lot 6: Conduct of 2024 Internal Quality Management Audit						
Date of Activity: October 15, 2024						
AM Snacks - (burger and fresh juice 220ml)	Pax	15	₱ _____	₱ _____		
Lunch - 3 dishes (pork sinigang, fried fish, pinakbet) ,1 tapioca, 2 rice, 1 bottled drink	Pax	15	₱ _____	₱ _____		
PM Snacks - (chocolate cake and fresh juice 220ml)	Pax	15	₱ _____	₱ _____		
Dinner for ntheAuditor and selected personnel: 3 dishes (grilled fish, vegetable dish, fish tinola) 1 fruit dessert, 2 rice, 1 bottled drink	Pax	10	₱ _____	₱ _____		
Specs for AM/PM Snacks						
Packaging: Recyclable (e.g., cartoon or paper-made material, wooden spoon and fork, paper cups, paper straws.)						
Specs for Lunch						
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: _____