



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 the Conduct of Various Activities at PSA RSSO-XIII

Name of Project	Procurement of Catering Services for the Conduct of Various Activities at PSA RSSO-XIII
Solicitation	RSSO RFQ No. 2024-11-155
Reference Number	Lot 1: RSSO PR No. 2024-11-197 Lot 2: RSSO PR No. 2024-11-201 Lot 3: RSSO PR No. 2024-11-202 Lot 4: RSSO PR No. 2024-11-203
Location	PSA - RSSO XIII
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: Php 30,780.00 Lot 2: Php 16,200.00 Lot 3: Php 29,160.00 Lot 4: Php 18,000.00
Date of Delivery	Lot 1: November 27-29, 2024 Lot 2: November 26-27, 2024 Lot 3: November 26-28, 2024 Lot 4: November 25, 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 November 20, 2024 at 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: 2025 Planning Workshop for Civil Registration and Administrative Support Division (CRASD) Date: November 27-29, 2024 Venue: PSA RSSO XIII Training Room, Butuan City						
Day 1: November 27, 2024						
AM Snacks (Cheese Hotdog in a Bun with Potato Fries and cucumber lemonade)	pax	19				
Meals (Lunch) (2 Main Dish (Chicken Inato and Beet Kare-Kare, Bihon Guisado Fish Tinola, Unlimited Rice, Mango float and and Four Seasons Juice, in Can, 240 ml)	pax	19				
PM Snacks (Puto Maya with 1 Sliced Mango and Hot Tsokolate)	pax	19				
Day 2: November 28, 2024						
AM Snacks (Tuna sandwich with chips and kalamansi juice)	pax	19				
Meals (Lunch) Lunch (2 Main Dish (Grilled Tuna and Chicken adobo) Side Dish	pax	19				
PM Snacks PM Snacks (Baked Macaroni and 4 seasons juice in can, 220ml)	pax	19				
Day 3: November 29, 2024						
AM Snacks Club House Sandwich with Chips and Cucumber Lemonade	pax	19				
Meals (Lunch) 2 Main Dish (Chicken Curry and Grilled Pork Liempo), 1 Side Dish	pax	19				
PM Snacks 1 sliced Chocolate Cake and Four Seasons Juice, in can, 240 ml.	pax	19				

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<p>Note:</p> <p>1. Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering services</p> <p>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</p> <p>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</p>						
<p>Lot 2: 2024 Functional Literacy, Education and Mass Media Survey (FLEMMS) Data Processing Regional Level Training</p> <p>Date: November 26-27, 2024</p>						
<p>Day 1: November 26, 2024</p>						
AM Snacks (Buko pie special, orange canned juice)	pax	15				
Meals (Lunch) (Beef kare-kare with bagoong, fried chicken, fish tinola, macaroni salad, softdrinks, rice)	pax	15				
PM Snacks (Carrot cake with nuts, four-season canned juice)	pax	15				
<p>Day 2: November 27, 2024</p>						
AM Snacks (Baked spaghetti with bread, pineapple canned juice)	pax	15				
Meals (Lunch) (Pork steak, chicken cordon bleu, vegetable salad, buko macapuno salad, rice, softdrinks)	pax	15				
PM Snacks (Banana cake with nuts, mango canned juice)	pax	15				
<p>Note:</p> <p>1. Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering services</p> <p>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</p> <p>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</p>						
<p>Lot 3: Regional Data Evaluation on 2023 Census of Philippine Business and Industry (CPBI), 2023 Input and Output Survey of Philippine Business and Industry (IOSPBI) and Planning Workshop of Statistical Operations and Coordination Division (SOCD)</p> <p>Date: November 26-28, 2024</p>						
<p>The food shall be delivered and served to the specific training location/venue during the scheduled dates following the delivery time.</p> <ul style="list-style-type: none"> • AM Snacks – not later than 9:30 AM • Lunch – not later than 11:30 AM • PM Snacks – not later than 2:30 PM <p>•AM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (can/plastic bottle)</p> <p>•Lunch comprised of 2 main dishes, 1 side dish (veggie/noodles/salad), 1 soup, rice, drinks (juice/tea/soft drink) in glass/can/plastic bottle, dessert/fresh fruits)</p> <p>•PM Snacks comprised of traditional Filipino delicacy or pasta dish (pansit/bihon/bam-i/spaghetti) or cake/pastry/sandwich and hot choco/tea/juice/soft drink (in can/plastic bottle)</p>						
<p>1. Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering services</p> <p>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</p> <p>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</p>						
<p>Day 1: November 25, 2024</p>						
AM Snacks (Banana cake with chips, pineapple canned juice)	pax	18				
Meals (Lunch) (Rice, Pork Steak, Fish tinola, ginataang langka, fruit salad, canned	pax	18				
PM Snacks (Special kakanin, 2pc-puto, 2pc-kutsinta, 2pc-palitaw, mango	pax	18				
<p>Day 2: November 26, 2024</p>						
AM Snacks (Carrot cake with chips, pineapple canned juice)	pax	18				
Meals (Lunch) (Rice, Beef Steak, chicken tinola, bihon guisado, fruit salad, pineapple canned juice)	pax	18				

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with technical Specifications (Please check)	
					YES	NO
PM Snacks (Buko pie with chips, mango canned juice)	pax	18				
Day 3: November 76, 2024						
AM Snacks (Egg pie with chips, mango canned juice)	pax	18				
Meals (Lunch) (Rice, Pork steak, sotanghon guisado, ginataang gulay, fruit salad, orange canned juice)	pax	18				
PM Snacks (Cassava pie special with chips, mango canned juice)	pax	18				
Lot 4: 2024 Regional Statistics Committee Fourth Quarter (RSC Q4) and Regional Census-Community Based Monitoring System Coordination Board (RCCB) Meeting Date: November 26, 2024						
AM Snacks (Tuna Sandwich with Chips, and Four Seasons Canned Juice)	pax	40				
Meals (Lunch) (Chicken Cordon Bleu, Vietnamese Spring Roll, Native Chicken Tinola, Garden Salad, Fresh Fruits, Plain Rice, Summer Cooler with Cucumber Juice)	pax	40				
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:						
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. _____

EmailAddress: _____

Date: _____

Cellphone No. _____