



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
Agusan del Norte



**REQUEST FOR QUOTATION**

The Philippine Statistics Authority through its Regional Bids and Awards Committee (RBAC) will undertake the procurement of **Catering Services for the Various Activities/Trainings/Briefings (Quarter 1, 2025)**.

<b>Name of Project</b>	Various Activities/Trainings/Briefings (Quarter 1, 2025)	
<b>Solicitation</b>	ADN RFQ No. 2025-01-005	
<b>Reference No.</b>	ADN PR Nos. 2025-01-006; 2025-01-008; 2025-01-009 & 2025-01-011	
<b>Location</b>	PSA - Agusan del Norte	
<b>Brief Description</b>	Refer to Specification/Table below	
<b>Quantity</b>	Refer to table below	
<b>Mode of Procurement</b>	NP-Small Value Procurement	
<b>Approved Budget for the Contract (ABC)</b>	Php130,140.00	
<b>Date of Delivery</b>	Lot 1: February 6-7, 2025; Lot 2: February 13, 2025; Lot 3: February 19, 2025; Lot 4: February 26, 2025; Lot 5: February 25-27, 2025; Lot 6: March 3, 2025; Lot 7: March 4, 2025; Lot 8: March 10-11, 2025;	Lot 9: March 10-11, 2025; Lot 10: March 14, 2025; Lot 11: March 17-18, 2025; Lot 12: March 21, 2025; Lot 13: March 27-28, 2025; Lot 14: April 2-5, 2025; Lot 15: May 15, 2025

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 AM, 22 January 2025** at the Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

**PRESA P. VILLARINA**  
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 City/Municipal and business permit, BIR Certificate of Registration, Phil. Government Electronic Procurement System (PhilGEPS) Registration, and current Income Tax Return.
- 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>(Catering Services):</b> <b>Meals - 2 Main Dish, Soup, Side Dish, Dessert, Juice, Rice</b> <b>AM &amp; PM Snacks (to be pre-selected by PSA)</b> <b>Venue/Location: Within PSA Agusan del Norte Office, Butuan City</b> * 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 as stated below: - Prohibition on the use of styrofoam and similar single-use plastics for packaging and catering services; - Reusable foodware such as plates, cutlery, containers, stirrers, mugs or cups for hot drinks and glass for water or beverage shall be utilized - Coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also served in reusable bottles, bowls, or dispensers.						
<b>Lot 1: February 2025 Labor Force Survey Provincial Level Training</b> <b>ABC: Php7,560.00</b>  <b>Date: February 6-7, 2025</b> <b>Day 1: February 6, 2025</b> <i>AM Snacks (ham &amp; egg sandwich, canned juice)</i>	pax	7	₱ _____	₱ _____	_____	_____
<i>Lunch (breaded pork, shrimp sinigang, four seasons, banana, rice, bottled softdrinks)</i>	pax	7	₱ _____	₱ _____	_____	_____
<i>PM Snacks (tuna sandwich, canned juice)</i>	pax	7	₱ _____	₱ _____	_____	_____

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Day 2: February 7, 2025</b>						
AM Snacks (spaghetti with bread and canned juice)	pax	7	₱ _____	₱ _____	_____	_____
Lunch (pork adobo, buttered chicken, four seasons, beef buto soup, fruit salad, rice, softdrinks)	pax	7	₱ _____	₱ _____	_____	_____
PM Snacks (cassava cake and canned juice)	pax	7	₱ _____	₱ _____	_____	_____
<b>Lot 2: 1st Quarter Operational Training on 2025 RCSS: H &amp; C and MPCSRS</b>						
<b>ABC: Php5,400.00</b>						
<b>Date: February 13, 2025</b>						
AM Snacks (lasagna and canned juice)	pax	10	₱ _____	₱ _____	_____	_____
Lunch (chicken adobo, humba, pork nilaga, fruit salad, rice and softdrinks)	pax	10	₱ _____	₱ _____	_____	_____
PM Snacks (chocolate cake and canned juice)	pax	10	₱ _____	₱ _____	_____	_____
<b>Lot 3: Civil Registration &amp; Vital Statistics Quiz</b>						
<b>ABC: Php3,000.00</b>						
<b>Date: February 19, 2025</b>						
PM Snacks (Lasagna & canned juice)	pax	25	₱ _____	₱ _____	_____	_____
<b>Lot 4: Poster Making Contest</b>						
<b>ABC: Php2,400.00</b>						
<b>Date: February 26, 2025</b>						
PM Snacks (Hamburger & canned juice)	pax	20	₱ _____	₱ _____	_____	_____
<b>Lot 5: 1st Quarter Operational Training on 2025 International Comparison Program (ICP)</b>						
<b>ABC: Php11,340.00</b>						
<b>Date: February 25-27, 2025</b>						
<b>Day 1: February 25, 2025</b>						
AM Snacks (lasagna and canned juice)	pax	7	₱ _____	₱ _____	_____	_____
Lunch (chicken afritada, pork adobo, fish tinola, leche flan, rice and softdrinks)	pax	7	₱ _____	₱ _____	_____	_____
PM Snacks (cassava cake and canned juice)	pax	7	₱ _____	₱ _____	_____	_____
<b>Day 2: February 26, 2025</b>						
AM Snacks (chocolate cake and canned juice)	pax	7	₱ _____	₱ _____	_____	_____
Lunch (chicken adobo, pork humba, beef nilaga, fruit salad, rice and softdrinks)	pax	7	₱ _____	₱ _____	_____	_____
PM Snacks (binignit and canned juice)	pax	7	₱ _____	₱ _____	_____	_____
<b>Day 3: February 27, 2025</b>						
AM Snacks (hamburger and canned juice)	pax	7	₱ _____	₱ _____	_____	_____
Lunch (beef steak, pork humba, kare-kare, mango float, rice and softdrinks)	pax	7	₱ _____	₱ _____	_____	_____
PM Snacks (ham & egg sandwich, canned juice)	pax	7	₱ _____	₱ _____	_____	_____
<b>Lot 6: Women's Month Celebration Opening Ceremony</b>						
<b>ABC: Php3,000.00</b>						
<b>Date: March 3, 2025</b>						
AM Snacks (meat roll and canned juice)	pax	25	₱ _____	₱ _____	_____	_____
<b>Lot 7: Learning Session on the Overview of Code of Conduct and Ethical Standards for Public Officials and Employees</b>						
<b>ABC: Php10,500.00</b>						
<b>Date: March 4, 2025</b>						
AM Snacks (banna cake and pineapple juice)	pax	25	₱ _____	₱ _____	_____	_____
Lunch (pork adobo, buttered chicken, four seasons, beef buto soup, fruit salad, rice, softdrinks)	pax	25	₱ _____	₱ _____	_____	_____

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 8: 1st Quarter CrPS Training/Briefing</b>						
<b>ABC: Php6,480.00</b>						
<b>Date: March 10-11, 2025</b>						
<b>Day 1: March 10, 2025</b>						
AM Snacks (spaghetti w/ bread, canned juice)	pax	6	₱ _____	₱ _____	_____	_____
Lunch (beef caldereta, humba, pork nilaga, watermelon, rice, softdrinks)	pax	6	₱ _____	₱ _____	_____	_____
PM Snacks (banana cake, canned juice)	pax	6	₱ _____	₱ _____	_____	_____
<b>Day 2: March 11, 2025</b>						
AM Snacks (ham & egg sandwich, canned juice)	pax	6	₱ _____	₱ _____	_____	_____
Lunch (breaded pork, shrimp sinigang, four seasons, banana, rice, bottled softdrinks)	pax	6	₱ _____	₱ _____	_____	_____
PM Snacks (tuna sandwich, canned juice)	pax	6	₱ _____	₱ _____	_____	_____
<b>Lot 9: 1st Quarter Operational Training on 2025 Fisheries Survey</b>						
<b>ABC: Php6,480.00</b>						
<b>Date: March 10-11, 2025</b>						
<b>Day 1: March 10, 2025</b>						
AM Snacks (chocolate cake and canned juice)	pax	6	₱ _____	₱ _____	_____	_____
Lunch (chicken adobo, humba, beef kare-kare, fruit salad, rice and soft drinks)	pax	6	₱ _____	₱ _____	_____	_____
PM Snacks (banana cake, canned juice)	pax	6	₱ _____	₱ _____	_____	_____
<b>Day 2: March 11, 2025</b>						
AM Snacks (lasagna and canned juice)	pax	6	₱ _____	₱ _____	_____	_____
Lunch (chicken afritada, humba, pork sinigang, leche flan, rice and softdrinks)	pax	6	₱ _____	₱ _____	_____	_____
PM Snacks (hamburger and canned juice)	pax	6	₱ _____	₱ _____	_____	_____
<b>Lot 10: Fire Safety Training and Fire Drill</b>						
<b>ABC: Php14,580.00</b>						
<b>Date: March 14, 2025</b>						
AM Snacks (cassava roll and cucumber juice)	pax	27	₱ _____	₱ _____	_____	_____
Lunch (chicken adobo, grilled tuna belly, beef buto soup, fresh fruits, rice, softdrinks)	pax	27	₱ _____	₱ _____	_____	_____
PM Snacks (chocolate cake and lemon juice)	pax	27	₱ _____	₱ _____	_____	_____
<b>Lot 11: 1st Quarter BLPS &amp; CLPS Training/Briefing</b>						
<b>ABC: Php6,480.00</b>						
<b>Date: March 17-18, 2025</b>						
<b>Day 1: March 17, 2025</b>						
AM Snacks (hamburger, canned juice)	pax	6	₱ _____	₱ _____	_____	_____
Lunch (chicken adobo, beef kare-kare, sotanghon soup, macaroni salad, rice and softdrinks)	pax	6	₱ _____	₱ _____	_____	_____
PM Snacks (puto maya with mango and hot choco)	pax	6	₱ _____	₱ _____	_____	_____
<b>Day 2: March 18, 2025</b>						
AM Snacks (binignit, canned juice)	pax	6	₱ _____	₱ _____	_____	_____
Lunch (beef steak, chicken adobo, sotanghon soup, pinya, rice, bottled softdrinks)	pax	6	₱ _____	₱ _____	_____	_____
PM Snacks (cassava cake and canned juice)	pax	6	₱ _____	₱ _____	_____	_____
<b>Lot 12: Provincial Inter Agency Committee on Civil Registration &amp; Vital Statistics Meeting</b>						
<b>ABC: Php7,020.00</b>						
<b>Date: March 21, 2025</b>						
AM Snacks (cake & canned juice)	pax	13	₱ _____	₱ _____	_____	_____
Lunch (humba, garlic chicken, shrimp tempura, crab and corn soup, rice, buko pandan, soft drinks)	pax	13	₱ _____	₱ _____	_____	_____
PM Snacks (spaghetti with bread & canned juice)	pax	13	₱ _____	₱ _____	_____	_____

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
<b>Lot 13: 1st Quarter Operational Training on 2025 Palay Production Survey/ Corn Production Survey</b>						
<b>ABC: Php8,640.00</b>						
<b>Date: March 27-28, 2025</b>						
<b>Day 1: March 27, 2025</b>						
AM Snacks (chocolate cake and canned juice)	pax	8	₱ _____	₱ _____	_____	_____
Lunch (chicken adobo, humba, beef kare-kare, fruit salad, rice and softdrinks)	pax	8	₱ _____	₱ _____	_____	_____
PM Snacks (banana cake and canned juice)	pax	8	₱ _____	₱ _____	_____	_____
<b>Day 2: March 28, 2025</b>						
AM Snacks (lasagna and canned juice)	pax	8	₱ _____	₱ _____	_____	_____
Lunch (chicken afritada, pork adobo, pork sinigang, leche flan, rice and softdrinks)	pax	8	₱ _____	₱ _____	_____	_____
PM Snacks (tuna sandwich and canned juice)	pax	8	₱ _____	₱ _____	_____	_____
<b>Lot 14: April 2025 Labor Force Survey (with Unpaid Work and Informal Employment) Provincial Level Training</b>						
<b>ABC: Php28,080.00</b>						
<b>Date: April 2-5, 2025</b>						
<b>Day 1: April 2, 2025</b>						
AM Snacks (hamburger, canned juice)	pax	13	₱ _____	₱ _____	_____	_____
Lunch (beef steak, chicken adobo, sotanghon soup, pinya, rice, bottled softdrinks)	pax	13	₱ _____	₱ _____	_____	_____
PM Snacks (puto maya with mango and hot choco)	pax	13	₱ _____	₱ _____	_____	_____
<b>Day 2: April 3, 2025</b>						
AM Snacks (chocolate cake and canned juice)	pax	13	₱ _____	₱ _____	_____	_____
Lunch (pork menudo, grilled fish, chopsuey, sotanghon soup, mango float, rice, softdrinks)	pax	13	₱ _____	₱ _____	_____	_____
PM Snacks (cassava roll and canned juice)	pax	13	₱ _____	₱ _____	_____	_____
<b>Day 3: April 4, 2025</b>						
AM Snacks (binignit, canned juice)	pax	13	₱ _____	₱ _____	_____	_____
Lunch (pork adobo, buttered chicken, four seasons, beef buto soup, fruit salad, rice, softdrinks)	pax	13	₱ _____	₱ _____	_____	_____
PM Snacks (cassava cake and canned juice)	pax	13	₱ _____	₱ _____	_____	_____
<b>Day 4: April 5, 2025</b>						
AM Snacks (hamburger, canned juice)	pax	13	₱ _____	₱ _____	_____	_____
Lunch (chicken adobo, beef kare-kare, sotanghon soup, macaroni salad, rice and soft drinks)	pax	13	₱ _____	₱ _____	_____	_____
PM Snacks (puto maya with mango and hot choco)	pax	13	₱ _____	₱ _____	_____	_____
<b>Lot 15: Group Learning Session on Civil Registration and Vital Statistics</b>						
<b>ABC: Php9,180.00</b>						
<b>Date: May 15, 2025</b>						
AM Snacks (tuna sandwich & canned juice)	pax	17	₱ _____	₱ _____	_____	_____
Lunch (beef caldereta, fish tinola, chopsuey, shrimp tempura, buko pandan, rice, softdrinks)	pax	17	₱ _____	₱ _____	_____	_____
PM Snacks (lasagna & canned juice)	pax	17	₱ _____	₱ _____	_____	_____
<b>TOTAL AMOUNT IN FIGURES:</b>				₱ _____		
<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: \_\_\_\_\_