



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 on the **Procurement of Catering Services for Various Civil Registration and Administrative Activities and Second Level Training on Various Economic Sector Statistics Surveys**

Name of Project	Procurement of Catering Services for Various Civil Registration and Administrative Activities	
Solicitation	RSSO RFQ NO.2025-01-003	
Reference Number	RSSO PR No. 2025-01-012 & 2025-01-011	
Location	PSA - RSSO XIII	
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)	Php 284,460.00	
Date of Delivery	Lot 1: January 28, 2025	Lot 9: Jan. 27-31-2025
	Lot 2: February 3, 2025	Lot 10: Feb. 17-19, 2025
	Lot 3: June 20, 2025	Lot 11: Feb. 24-27, 2025
	Lot 4: March 8, 2025	Lot 12: March 3-7, 2025
	Lot 5: April 24, 2025	Lot 13: March 18-22, 2025
	Lot 6: May 20, 2025	Lot 14: April 2-4, 2025
	Lot 7: January 31, 2025	
	Lot 8: March 14, 2025	

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

Prés P. Villarina
PRÉS P. VILLARINA
 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 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
Procurement of Catering Services for Various Services						
LOT 1:						
ABC: Php 10,080.00						
Procurement of Catering Services (AM & Lunch) for the 1st quarter of Inter-Agency Committee on Civil Registration and Vital Statistics (IACCRVS) Meeting on January 28, 2025						
AM Snack (Tuna Sandwich with camote chips and lemon cucumber juice)	pax	24	₱ _____	₱ _____		
Meals (Pork afritada, Grilled Tuna, garden salad, tinolang manok, rice, fruits in season and Four season juice in can)	pax	24	₱ _____	₱ _____		
Other Inclusion: Free Flowing Coffee						
LOT 2:						
ABC: Php 12,600.00						
Procurement of Catering Services (AM snacks & Lunch) for the Civil Registration Month: Opening Ceremony and Press Launch on February 3, 2025						
AM Snacks (Submarine Sandwich and Lemonade)	pax	30	₱ _____	₱ _____		
Lunch (Chicken Inato and Beef Kare-Kare, Side Dish -vegetable salad, Soup (Fish Tinola), Rice, Fruit in Season (Banana/Pineapple/Watermelon) and Assorted Juice in can)	pax	30	₱ _____	₱ _____		
Other Inclusion: Free Flowing Coffee						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
LOT 3:						
ABC: Php 10,080.00						
Procurement of Catering Services (AM & Lunch) for the 2nd quarter of Inter-Agency Committee on Civil Registration and Vital Statistics (IACCRVS) Meeting on June 20, 2025						
AM Snacks (Cheese Hotdog in a Bun with Potato Fries, and a can juice)	pax	24	₱ _____	₱ _____		
Meals (Crispy Lechon Kawali ,Fish Fillet sweet & sour), Pinakbet, Rice, mango float,and can in juice	pax	24	₱ _____	₱ _____		
Other Inclusion: Free Flowing Coffee						
LOT 4:						
ABC: Php 6,300.00						
Procurement of Catering Services (AM & Lunch) for the Learning session on CRS- ITP2 frontline services (Enhancement on Customer Services on Civil Registration) on March 8, 2025						
AM Snacks (Club House Sandwich with Chips and Juice in can	pax	15	₱ _____	₱ _____		
Lunch (Fried Chicken and Pork Menudo, Vegetable Spring Roll, chicken macaroni soup, fresh fruits in season and juice in can)	pax	15	₱ _____	₱ _____		
Other Inclusion: Free Flowing Coffee						
LOT 5						
ABC: Php 16,200.00						
Procurement of Catering Services (AM,PM & Lunch) for the Stakeholders Forum for Solemnizing Officers the Implementation of Administrative Order No. 1 s. 2021 (DSOIS)on April 24, 2025						
AM Snack (Bihon Guisado with 2 Pieces of Toasted Bread and Unsweetened Pineapple Juice, in Can, 240 ml	pax	30	₱ _____	₱ _____		
Meals (Beef Steak & Buttered Chicken, fish tinola, pancit guisado, fresh fruits in season and canned juice)	pax	30	₱ _____	₱ _____		
PM Snack (Siopao and 4 seasons juice in can)	pax	30	₱ _____	₱ _____		
Other Inclusion: Free Flowing Coffee						
LOT 6:						
ABC: Php 16,200.00						
Procurement of Catering Services (AM, PM & Lunch) for the Training on IRR on RA 11909, Registration Procedure on RA 11642 and RA 11767 on May 20, 2024						
AM Snack (Cheese Burger with Chips and Kalamansi Juice	pax	30	₱ _____	₱ _____		
Meals ((Pork Adobo and Grilled Tuna, 1 Side Dish, Soup, Pinakbet, Sinigang na Hapon, Unlimited Rice, Fruits in Season and Lemonade)	pax	30	₱ _____	₱ _____		
PM Snack (Kakanin-Kutsinta, Budbod and Cheese Puto and Hot Tsokolate)	pax	30	₱ _____	₱ _____		
Other Inclusion: Free Flowing Coffee						
LOT 7:						
ABC: Php 8,100.00						
Procurement of Catering services (AM,PM & Lunch) for the Sub-PMT Meeting on January 31, 2025						
Am Snacks (Suman, Kutsinta, palitaw and tsokolate)	pax	15	₱ _____	₱ _____		
Lunch 1 soup- Fish tinola, 2 main dish -Garlic Chicken & Pork Humba, 1 side dish- garden salad, Rice,Dessert- fresh fruits, 1 bottled softdrinks)	pax	15	₱ _____	₱ _____		
PM Snacks Beef Burger with chips and pineapple juice in can,220ml)	pax	15	₱ _____	₱ _____		
Other Inclusion: Free Flowing Coffee						
LOT 8:						
ABC: Php 2,400.00						
Procurement of PM Snacks for the CY 2024 COA Exit Conference on March 14, 2025						
PM Snacks (Siopao and 4 seasons juice in can, 220 ml)	pax	20	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
LOT 9: ABC: Php 40,500.00						
Monthly Palay and Corn Situation Reporting System (MPCRS) and Rice and Corn Stocks Surveys (RCSS) on January 27 to 31, 2025						
Day 1 (January 27, 2025)						
AM Snacks (Chicken Sandwich with Chips and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Spare ribs, Beef caldereta, Mixed buttered veggie, maja blanca, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Kakanin: 2 Puto, 2 sapin-sapin and 2 palitaw with canned juice)	pax	15	₱ _____	₱ _____		
Day 2 (January 28, 2025)						
AM Snacks (Special biko and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Buttered chicken, beef campito, adobong kangkong, buko salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Egg Sandwich with Chips and canned juice)	pax	15	₱ _____	₱ _____		
Day 3 (January 29, 2025)						
AM Snacks (Lomi with onion bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Fish lauya, chicken inasal, garden salad, brownies, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Chocolate moist cake and canned juice)	pax	15	₱ _____	₱ _____		
Day 4 (January 30, 2025)						
AM Snacks (Bake macaroni with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Beef steak tagalog, grilled fish, chopsuey, buko salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Ginataang halo-halo or "special binignit")	pax	15	₱ _____	₱ _____		
Day 5 (January 31, 2025)						
AM Snacks (Clubhouse Sandwiches and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Beef Steak Tagalog, Roast Chicken with Shitaki Mushroom Gravy, Native Chicken Soup, Macaroni Salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Ginataang halo-halo or "special binignit")	pax	15	₱ _____	₱ _____		
LOT 10: ABC: Php 24,300.00						
Crops Production Survey (CrPS) on February 17 to 19, 2025						
Day 1 (February 17, 2025)						
AM Snacks (Grilled Ham & Cheese Sandwich and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Hawaiian Pork Spareribs, Beef Stroganoff, Breaded Fish with Sweet & Sour Sauce, Mango Tapioca, and Plain Rice and pineapple juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Carbonara and canned juice)	pax	15	₱ _____	₱ _____		
Day 2 (February 18, 2025)						
AM Snacks (Clubhouse Sandwiches and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Beef Steak Tagalog, Roast Chicken with Shitaki Mushroom Gravy, Native Chicken Soup, Macaroni Salad, and plain rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Pancit and canned juice)	pax	15	₱ _____	₱ _____		
Day 3 (February 19, 2025)						
AM Snacks (Egg Sandwich with Chips and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Fried Pork with Black bean sauce, Beef Calderita, Tinolang Isda, Fruit Salad, and Plain Rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Spaghetti and canned juice)	pax	15	₱ _____	₱ _____		
LOT 11: ABC: Php 32,400.00						
Operational Training on Fisheries Surveys on February 24 to 27, 2025						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 1 (February 24, 2025)						
AM Snacks (Bam-I and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Grilled Fish with Mango Tomato Salsa, Beef Calderita, Chicken Oriental Soup, Buko Pandan, and Plain Rice and pineapple juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Cassava cake and canned juice)	pax	15	₱ _____	₱ _____		
Day 2 (February 25, 2025)						
AM Snacks (Lomi with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Fried Chicken Fillet in Sweet & Sour Sauce, Steamed fish with Ginger soya sauce, Native Chicken Soup, Chocolate cup cake, and plain rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Grilled Ham & Cheese Sandwich and canned juice)	pax	15	₱ _____	₱ _____		
Day 3 (February 26, 2025)						
AM Snacks (Spaghetti with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Pork Steak w/ Smothered Onion, Beef with Ampalaya, Tinolang Isda, Mango Tapioca, and Plain Rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Banana/ Camote que and canned juice)	pax	15	₱ _____	₱ _____		
Day 4 (February 27, 2025)						
AM Snacks (Biko with latik and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Pan Seared Tuna in Lemon Sauce, Chicken Calderita, Native Chicken Soup, Brownies, and Plain Rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Siopao and canned juice)	pax	15	₱ _____	₱ _____		
LOT 12: ABC: Php 40,500.00						
Livestock and Poultry Survey (LPS) on March 03 to 07, 2025						
Day 1 (March 3, 2025)						
AM Snacks (Chicken Sandwich with Chips and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Grilled Fish with Mango Tomato Salsa, Beef caldereta, Mixed buttered veggie, macaroni salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Kakanin: 2 Puto, 2 sapin-sapin and 2 palitaw with canned juice)	pax	15	₱ _____	₱ _____		
Day 2 (March 4, 2025)						
AM Snacks (Special biko and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Buttered chicken, Fish tinola, adobong kangkong, buko salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Tuna Sandwich with Chips and canned juice)	pax	15	₱ _____	₱ _____		
Day 3 (March 5, 2025)						
AM Snacks (Lomi with onion bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Fish lauya, chicken inasal, garden salad, Mango tapioca, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Chocolate moist cake and canned juice)	pax	15	₱ _____	₱ _____		
Day 4 (March 6, 2025)						
AM Snacks (Baked macaroni with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Beef steak tagalog, grilled fish, chopsuey, buko salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Carrot cake and canned juice)	pax	15	₱ _____	₱ _____		
Day 5 (March 7, 2025)						
AM Snacks (Clubhouse and canned juice)	pax	15	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Lunch (Pan Seared Tuna in Lemon Sauce, Chicken Calderita, Native Chicken Soup, macaroni salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Kakanin: 2 Puto, 2 sapin-sapin and 2 palitaw with canned juice)	pax	15	₱ _____	₱ _____		
LOT 13: ABC: Php 40,500.00						
Palay and Corn Production Survey (PCPS) on March 18 to 22, 2025						
Day 1 (March 18, 2025)						
AM Snacks (Spaghetti with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Spare ribs, Beef caldereta, Mixed buttered veggie, maja blanca, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Kakanin: 2 Puto, 2 sapin-sapin and 2 palitaw with canned juice)	pax	15	₱ _____	₱ _____		
Day 2 (March 19, 2025)						
AM Snacks (Special biko and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Buttered chicken, beef campto, adobong kangkong, buko salad, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
AM Snacks (Lasagna with onion bread and canned juice)	pax	15	₱ _____	₱ _____		
Day 3 (March 20, 2025)						
AM Snacks (Bake macaroni with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Fish lauya, chicken inasal, garden salad, brownies, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Chocolate moist cake and canned juice)	pax	15	₱ _____	₱ _____		
Day 4 (March 21, 2025)						
AM Snacks (Lomi with onion bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Fish lauya, chicken inasal, garden salad, brownies, plain rice and bottled/canned drinks)	pax	15	₱ _____	₱ _____		
PM Snacks (Ginataang halo-halo or "special binignit")	pax	15	₱ _____	₱ _____		
Day 5 (March 22, 2025)						
AM Snacks (Egg Sandwich with Chips and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Pork Steak w/ Smothered Onion, Beef with Ampalaya, Tinolang Isda, Mango Tapioca, and Plain Rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Carrot cake and canned juice)	pax	15	₱ _____	₱ _____		
LOT 14: ABC:Php 24,300.00						
2025 Commodity Flow Survey (CFS) on April 2 to 4, 2025						
Day 1 (April 2, 2025)						
AM Snacks (Bam-I and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Grilled Fish with Mango Tomato Salsa, Beef Calderita, Chicken Oriental Soup, Buko Pandan, and Plain Rice and pineapple juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Cassava cake and canned juice)	pax	15	₱ _____	₱ _____		
Day 2 (April 3, 2025)						
AM Snacks (Lomi with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Fried Chicken Fillet in Sweet & Sour Sauce, Steamed fish with Ginger soya sauce, Native Chicken Soup, Chocolate cup cake, and plain rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Grilled Ham & Cheese Sandwich and canned juice)	pax	15	₱ _____	₱ _____		

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Day 3 (April 4, 2025)						
AM Snacks (Spaghetti with toasted bread and canned juice)	pax	15	₱ _____	₱ _____		
Lunch (Pork Steak w/ Smothered Onion, Beef with Ampalaya, Tinolang Isda, Mango Tapioca, and Plain Rice and fresh fruit juice)	pax	15	₱ _____	₱ _____		
PM Snacks (Banana/ Camote que and canned juice)	pax	15	₱ _____	₱ _____		
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 glass for water or beverage 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: _____

EmailAddress: _____

Fax No. _____ Tel No. _____

Cellphone No. _____

Date: _____