



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 Various Statistical Activities

Name of Project	Procurement of Catering Services for the Various Statistical Activities
Solicitation	SDN RFQ No. 2025-03-001
PR Number	SDN PR No. 2025-03-019 and 020
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)	Php68,400.00
Date of Delivery	Lot 1: April 7 to 9, 2025 Lot 2: April 10 to 11, 2025 Lot 3: May 26 to 28, 2025 Lot 4: May 29 to 30, 2025 Lot 5: May 8, 2025 Lot 6: August 8, 2025 Lot 7: November 5, 2025

Please quote your **lowest price** on the item/s listed below and submit personally using this Request for Quotation Form not later than **09:00 AM on March 19, 2025** at the PSA Regional Statistical Services Office XIII (Caraga), Freeman Building, J.C. Aquino Avenue, Butuan City.

ROWENA P. PETATE
 RBAC Vice 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
Venue: PSA SDN Conference Room, Surigao City						
Lot 1: 3rd Level Training on ASPBI Field Operations and Manual Processing						
Date of delivery: April 7 to 9, 2025						
ABC: Php 24,300.00						
April 7, 2025						
AM snacks-carbonara and canned juice 220ml	pax	15	₱ _____	₱ _____		
Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink	pax	15	₱ _____	₱ _____		
PM snacks-Native puto and biko and hot chocolate	pax	15	₱ _____	₱ _____		
April 8, 2025						
AM snacks- Burger and Canned Juice 220ml	pax	15	₱ _____	₱ _____		
Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat) , 1 leche flan, 2 rice, 1 bottled drink	pax	15	₱ _____	₱ _____		
PM snacks-Bihon and canned juice 220ml	pax	15	₱ _____	₱ _____		
April 9, 2025						
AM snacks-apple pie and canned juice 220ml	pax	15	₱ _____	₱ _____		
Lunch-3 dishes (beef kare-kare, nagka salad, sweet and sour fish), 1 macaroni salad, 2 rice, 1 bottled drink	pax	15	₱ _____	₱ _____		
PM snacks-chocolate cake and canned juice 220ml	pax	15	₱ _____	₱ _____		
Sub Total						
Lot 2: 3rd Level Training for Field Operations and Manual Processing for the 2024 SICT						
Date of delivery: April 10 to 11, 2025						
ABC: Php 16,200.00						
April 10, 2025						
AM snacks-carbonara and canned juice 220ml	pax	15	₱ _____	₱ _____		
Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink	pax	15	₱ _____	₱ _____		
PM snacks-Native puto and biko and hot chocolate	pax	15	₱ _____	₱ _____		
April 11, 2025						
AM snacks- Burger and Canned Juice 220ml	pax	15	₱ _____	₱ _____		
Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat) , 1 leche flan, 2 rice, 1 bottled drink	pax	15	₱ _____	₱ _____		
PM snacks-Bihon and canned juice 220ml	pax	15	₱ _____	₱ _____		
Sub Total						
Lot 3: 3rd Level Training on Machine Processing for the 2024 ASPBI						
Date of delivery: May 26 to 28, 2025						
ABC: Php 11,340.00						
May 26, 2025						
AM snacks-carbonara and canned juice 220ml	pax	7	₱ _____	₱ _____		
Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink	pax	7	₱ _____	₱ _____		
PM snacks-Native puto and biko and hot chocolate	pax	7	₱ _____	₱ _____		

May 27, 2025

AM snacks- Burger and Canned Juice 220ml

pax 7 P _____ P _____

Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat) , 1 leche flan, 2 rice, 1 bottled drink

pax 7 P _____ P _____

PM snacks-Bihon and canned juice 220ml

pax 7 P _____ P _____

May 28, 2025

AM snacks-apple pie and canned juice 220ml

pax 7 P _____ P _____

Lunch-3 dishes (beef kare-kare, nagka salad, sweet and sour fish), 1 macaroni salad, 2 rice, 1 bottled drink

pax 7 P _____ P _____

PM snacks-chocolate cake and canned juice 220ml

pax 7 P _____ P _____

Sub Total

Lot 4: 3rd Level Training for Machine Processing for the 2024 SICT

Date of delivery: May 29 to 30, 2025

ABC: Php 7,560.00

May 29, 2025

AM snacks-carbonara and canned juice 220ml

pax 7 P _____ P _____

Lunch-3 dishes (Pork Sinigang, fried fish, pinakbet), 1 tapioca, 2 rice, 1 bottled drink

pax 7 P _____ P _____

PM snacks-Native puto and biko and hot chocolate

pax 7 P _____ P _____

May 30, 2025

AM snacks- Burger and Canned Juice 220ml

pax 7 P _____ P _____

Lunch-3 dishes (chicken curry, beef adobo, vegetable dish without meat) , 1 leche flan, 2 rice, 1 bottled drink

pax 7 P _____ P _____

PM snacks-Bihon and canned juice 220ml

pax 7 P _____ P _____

Sub Total

Lot 5: Procurement of Catering Services for the Q2 2025 Provincial Statistics Committee (PSC) Meeting

Date of delivery: May 8, 2025

ABC: Php 3,000.00

May 8, 2025

PM snacks (chicken burger, canned juice 200 ml)

pax 25 P _____ P _____

Sub Total

Lot 6: Procurement of Catering Services for the Q3 2025 Provincial Statistics Committee (PSC) Meeting

Date of delivery: August 8, 2025

ABC: Php 3,000.00

August 8, 2025

PM snacks (cassava pie special, canned juice 200 ml)

pax 25 P _____ P _____

Sub Total

Lot 7: Procurement of Catering Services for the Q4 2025 Provincial Statistics Committee (PSC) Meeting

Date of delivery: November 5, 2025

ABC: Php 3,000.00

November 5, 2025

PM snacks (banana cake special, canned juice 200 ml)

pax 25 P _____ P _____

Sub Total

Specs for AM/PM Snacks

Packaging: Recyclable (e.g., carton 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: _____