



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 **Catering Services for the 1st Quarter Meeting on IACCRVS and 2024 Civil Registration Month Activities of RSSO XIII**

Name of Project	Civil Registration and Vital Statistics Activities
Solicitation	RSSO RFQ NO.2024-01-007
Reference Number	RSSO PR No. 2024-01-011
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)	Lot 1: Php 9,240.00
	Lot 2: Php 18,900.00
	Lot 3: Php 27,000.00
Date of Delivery	Lot 1: January 26, 2024
	Lot 2: February 1, 2024
	Lot 3: February 28, 2024

Please quote your **lowest price** on the item/s listed below and submits personally using this Request for Quotation Form not later than **10:00 A.M on January 17, 2024** 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

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Activity: IACCRVS-Caraga 1st Quarter Meeting						
Date: January 26, 2024						
Venue: PSA RSSO XIII Training Room, Butuan City						
Lot 1:						
AM Snacks						
Club House Sandwich with Chips	pax	22	₱ _____	₱ _____		
Four Seasons Juice, in Can, 240 ml						
Meals (Lunch)						
2 Main Dish (Chicken Inato and Beef Kare-Kare)	pax	22	₱ _____	₱ _____		
1 Side Dish (Bihon Guisado), 1 Soup (Fish Tinola), Unlimited Rice						
1 Soda (Coke/Sprite in Bottle, 300 ml) and Fruit in Season (Banana/Pineapple/Watermelon)						
<i>Inclusion: Free Flowing Coffee</i>						
Activity: Civil Registration Month: Opening Ceremony and Press Launch						
Date: February 1, 2024						
Venue: PSA RSSO XIII Training Room, Butuan City						
Lot 2:						
AM Snacks						
Cheese Burger with Chips	pax	45	₱ _____	₱ _____		
Pineapple Orange Juice, in Can, 240 ml						

Item/s and specification/s (minimum)	Unit	Qty.	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (Please check)	
					YES	NO
Meals (Lunch) 2 Main Dish (Grilled Pork Liempo and Beef Caldereta) 1 Side Dish (Four Seasons/Vegetable), 1 Soup (Tuna Tinola), Unlimited Rice 1 Soda (Coke/Sprite in Bottle, 300 ml) and Fruit in Season (Banana/Pineapple/Watermelon) Inclusion: Free Flowing Coffee Activity: CRVS Quiz for LCRO Staff; CRVS Quiz for PSA Employees; and Closing and Awarding Ceremony (3 Activities) Date: February 28, 2024 Venue: within Butuan City Lot 3: AM Snacks Chicken Fillet Sanwich in Bun with Chips Mango Juice, in Can, 240 ml Meals (Lunch) 2 Main Dish (Lechon Kawali and Beef Kare-Kare) 1 Side Dish (Fresh Lumpia with Peanut Sauce), 1 Soup (Chowder Soup) Unlimited Rice, 1 Soda (Coke/Sprite in Bottle, 300 ml) and Fruit in Season (Banana/Pineapple/Watermelon) PM Snacks Cheese Hotdog in a Bun with Potato Fries Pineapple Orange Juice, in Can, 240 ml 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.	pax	45	P _____	P _____		
	pax	50	P _____	P _____		
	pax	50	P _____	P _____		
	pax	50	P _____	P _____		
TOTAL AMOUNT IN FIGURES:				P _____		
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: _____