



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
REGION V – BICOL

**REQUEST FOR QUOTATION**

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake **Small Value Procurement** as Alternative Mode of Procurement for official use of PSA RSSO V with the following details:

<b>Name of Project</b>	Procurement of Catering Services and Accommodation with Food for the 2022 ASPBI 2nd and 3rd Level Training on Data Processing on May 10-12, 2023 Lots 1 and 2
<b>Solicitation</b>	2023-05-055-SOCD
<b>Location</b>	PSA RSSO V
<b>Brief Description</b>	(See Bid Form, Page 2)
<b>Quantity</b>	(See Bid Form, Page 2)
<b>Approved Budget for the Contract (ABC)</b>	Php 155,350.00
<b>Contract Duration</b>	May 9-13, 2023

Please quote your **Lowest Price** on the item/s listed below and submit your **SEALED QUOTATION** not later than **8:00AM, May 8, 2023** at the **2/F PSA Building, Regional Government Center, Rawis, Legazpi City**.

  
**CECILLE A. BRIONES**  
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. The lowest bidder shall be informed immediately and shall be asked to submit the following requirements within three days after the opening of bids or during post qualification:
  1. Mayor's/Business Permit Permit
  2. PhilGEPS Registration Number
  3. Omnibus Sworn Statement
6. 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.
7. Terms of Payment shall be made through check payable to the supplier.
8. 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.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specification	
					YES	NO
<b>Procurement of Catering Services and Accommodation with Food for the 2022 ASPBI 2nd and 3rd Level Training on Data Processing on May 10-12, 2023 Lots 1 and 2</b>						
<b>LOT 1 CATERING SERVICES</b>				ABC-56, 850.00		
May 10-11, 2023 (2 days)						
AM Snacks	pax	23	P	P	( )	( )
Lunch	pax	23	P	P	( )	( )
PM Snacks	pax	23	P	P	( )	( )
Dinner	pax	17	P	P	( )	( )
May 12, 2023						
AM Snacks	pax	23	P	P	( )	( )
Lunch	pax	23	P	P	( )	( )
PM Snacks	pax	23	P	P	( )	( )
Dinner	pax	6	P	P	( )	( )
			<b>Total</b>	P		
				Total amount in words:		
<b>LOT 2 ACCOMMODATION with Complimentary Breakfast</b>				ABC-98,500.00		
Check in May 9, Check-out -May 13, 2023 (4 days)						
3-single room						
4 rooms (2-separate bed in a room)	pax	3	P	P	( )	( )
4 rooms (2-separate bed in a room)	pax	8	P	P	( )	( )
Check in May 10, Check-out -May 12, 2023 (2 days)						
3 rooms (2-separate bed in a room)	pax	6	P	P	( )	( )
Dinner May 9	pax	9	P	P	( )	( )
xxxxx please see attached specifications For official use of PSA RSSO V			<b>Total</b>	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 and Signature of authorized representative: \_\_\_\_\_

Position: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Tel/Fax No.: \_\_\_\_\_ Cellphone No.: \_\_\_\_\_

LBP Account Number of Establishment: \_\_\_\_\_

Date: \_\_\_\_\_

Do you have Mayor's/Business Permit? \_\_\_ Yes \_\_\_ No

Philgeps Registration? \_\_\_ Yes \_\_\_ No

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Printed Name and Signature of Canvasser: \_\_\_\_\_

**CATERING SERVICES AND ACCOMMODATION WITH FOOD**  
2022 ASPBI 2<sup>nd</sup> and 3<sup>rd</sup> Level Training on Data Processing  
on May 10-12, 2023  
**(PREFERRED VENUE – ALBAY)**

*NEEDED AMENITIES*

- Welcome Tarp for Guests (3x6ft)
- Complimentary shuttle service to & from Daraga Airport of Central Office Guest/s
- Heater/kettle and daily complimentary coffee in rooms
- Meals will be on Chef's Discretion

# MENU TO BE SERVED

**May 10 – Wednesday**

**AM SNACKS**

**Number of Pax:** 23

- Pansit canton
- Puto/Toasted Bread
- Pineapple Juice in can

**LUNCH**

**Number of Pax:** 23

- Nilagang Baka
- Bistek Tagalog
- Ensaladang pako
- Steamed rice
- Fresh Fruit Salad

**PM SNACKS**

**Number of Pax:** 23

- Fresh lumpia Ubod
- Siomai with toyo mansi
- Soda in can

**DINNER**

**Number of Pax:** 17

- Misua soup with hipon
- Laing
- Buttered grilled fish w/ soy onion sauce
- Steamed rice
- Mango slice

**May 11 - Thursday**

**AM SNACKS**

**Number of Pax:** 23

- Beef Lasagna
- Banana Muffin
- Pineapple Juice in can

**LUNCH**

**Number of Pax:** 23

- Sinigang na Baboy
- Fried or grilled tilapia
- Laing or pinangat
- Steamed rice
- Banana

**PM SNACKS**

**Number of Pax:** 23

- Chicken macaroni salad (not too sweet)
- Garlic cheese bread
- Soda in can

**DINNER** **Number of Pax:** 17

- Mixed vegetables w/sliced fresh corn in a cob soup
- Grilled spareribs
- Ginataang kalabasa
- Steamed rice
- Sliced mangoes

**May 12 - Friday**

**AM SNACKS** **Number of Pax:** 23

- Potato Wedges
- Grilled Cheese Sandwich
- Four Seasons in can

**LUNCH** **Number of Pax:** 23

- Sinigang sa Miso
- Pork Barbecue
- Pakbet
- Steamed rice
- Coffee Jelly

**PM SNACKS** **Number of Pax:** 23

- Spaghetti
- Lumpiang Shanghai
- Soda in can

**DINNER** **Number of Pax:** 17

- Mushroom Soup
- Chicken Inasal
- Lumpiang Toge
- Steamed rice
- Chocolate Mousse