



REQUEST FOR QUOTATION

The Philippine Statistics Authority (PSA) through its Bids and Awards Committee (BAC) will undertake Small Value Procurement as Alternative Modes of Procurement in procuring Catering Services for the Complimentary Training on Interactive Dashboards: Transforming Data into Dynamic Insights Using MS Power BI for the Regional Statistics Committee (RSC) V Members with the following details:

Name of Project	Catering Services for the Complimentary Training on Interactive Dashboards: Transforming Data into Dynamic Insights Using MS Power BI for the Regional Statistics Committee (RSC) V Members
Solicitation	2025-03-26-SOCD
Location	PSA RSSO V - Legazpi City
Brief Description	(See Bid Form, Page 2)
Quantity	(See Bid Form, Page 2)
Approved Budget for the Contract (ABC)	Php 60,060.00
Contract Duration	March 25-27, 2025

Please quote your Lowest Price on the item/s listed below and submit your SEALED QUOTATION not later than 08:00 am, March 14, 2025 at 2/F PSA Building, Regional Government Center, Rawis, Legazpi City.


CECILLE A. BRIONES
RBAC Chairman

Terms and Conditions:

1. Only the suppliers registered at the Philippine Government Electronic Procurement System (PhilGEPs) shall be allowed to submit the quotation.
2. Supplier must be an authorized re-seller of original equipment manufacturer.
3. All entries must be typewritten/printed legibly in the Bid Form. Failure to use this form will result to disqualification of your bid.
4. Late submission of quotation shall not be accepted.
5. Bids exceeding the ABC shall be disqualified.
6. 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
 2. PhilGEPs Registration Number
 3. Omnibus Sworn Statement
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. Terms of Payment shall be made through check payable to the supplier.
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.

BID FORM

Item/s and Specification/s (Minimum)	Unit	Qty	Unit Price	Total Amount (VAT inclusive)	Compliance with Technical Specifications (please check)	
					YES	NO
Catering Services for the Complimentary Training on Interactive Dashboards: Transforming Data into Dynamic Insights Using MS Power BI for the Regional Statistics Committee (RSC) V Members						
March 25, 2025						
AM Snack	pax	38	P _____	P _____	()	()
Lunch	pax	37	P _____	P _____	()	()
PM Snack	pax	37	P _____	P _____	()	()
March 26, 2025						
AM Snack	pax	37	P _____	P _____	()	()
Lunch	pax	37	P _____	P _____	()	()
PM Snack	pax	37	P _____	P _____	()	()
March 27, 2025						
AM Snack	pax	37	P _____	P _____	()	()
Lunch	pax	37	P _____	P _____	()	()
PM Snack	pax	37	P _____	P _____	()	()
xxxxx						
<p><i>**Number of pax may be subject to changes upon serving of Purchase Order</i></p> <p>please see attached menu/specifications</p>				<p>P _____</p> <p>Total amount in words:</p> <p>_____</p> <p>_____</p> <p>_____</p>		

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: _____

Fax No. _____ Tel No.: _____ Cellphone No.: _____

LBP Account Number of Establishment: _____

Date: _____ Do you have Mayor's/Business Permit? Yes No ***** Philgeps Registration? Yes No

Printed Name and Signature of Canvasser: _____

Catering Services

Complimentary Training on Interactive Dashboards: Transforming Data into Dynamic Insights
Using MS Power BI for the Regional Statistics Committee (RSC) V Members
March 25-27, 2025

DAILY MENU

March 25	AM SNACKS	Number of Pax:	38
	<ul style="list-style-type: none">○ Fresh Veggie salad roll with chicken strips○ Mayo Dip○ Fresh Mango Shake		
	LUNCH	Number of Pax:	37
	<ul style="list-style-type: none">○ Sinigang na hipon○ Pork and chicken Adobo○ Rice○ Chopseuy○ Leche Flan		
	PM SNACKS	Number of Pax:	37
	<ul style="list-style-type: none">○ Pancit Canton○ Toasted Siopao○ Pineapple Juice		
March 26	AM SNACKS	Number of Pax:	37
	<ul style="list-style-type: none">○ Mango Sticky rice○ Turon○ Hot choco		
	LUNCH	Number of Pax:	37
	<ul style="list-style-type: none">○ Misua with patola and bola-bola soup○ Tuna fish steak (belly or buntot)○ Pinangat○ Steamed Rice○ Buko Pandan		
	PM SNACKS	Number of Pax:	37
	<ul style="list-style-type: none">○ Pansit Malabon○ Fried Lumpia○ Pineapple Juice		
March 27	AM SNACKS	Number of Pax:	37
	<ul style="list-style-type: none">○ Chicken Macaroni Salad○ Lumpia shanghai○ Four seasons (in can)		
	LUNCH	Number of Pax:	37
	<ul style="list-style-type: none">○ Wonton soup○ Garlic pepper beef○ Stir fry mixed veggies○ Rice○ Choco moist cupcake		
	PM SNACKS	Number of Pax:	37
	<ul style="list-style-type: none">○ Biko and Pichi pichi○ Cheese Puto○ Fresh Buko Juice (without sugar)		

Free flowing distilled/mineral water and coffee with creamer/sugar during training.

Note:

1. Prohibition on the use of styrofoam and similar single-use plastic for packaging and catering service.
2. Reusable foodware such as plates, cutlery, containers, stirrers, mugs or cups for hot drinks, and glass for water and beverage shall be utilized.
3. Coffee shall be served in pots instead of providing powdered coffee in sachets. Condiments shall also be served in reusable bottles, bowls, or dispenser.