



REPUBLIC OF THE PHILIPPINES  
**PHILIPPINE STATISTICS AUTHORITY**  
REGION X – NORTHERN MINDANAO

**REQUEST FOR QUOTATION**  
RFQ No. 006

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

Name of Establishment: \_\_\_\_\_

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

Business Permit No.: \_\_\_\_\_ TIN: \_\_\_\_\_

PhilGEPS Registration No. (**required**): \_\_\_\_\_

The Philippine Statistics Authority – Regional Statistical Services Office X, (PSA-RSSO X) through its Regional Office Bids and Awards Committee (ROBAC), will undertake an Alternative Mode of Procurement through Negotiated Procurement-Small Value Procurement in accordance with Section 53.9 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. Details of the procurement are as follows:

|   |   |
|---|---|
| <b>Name of Project</b>                        | Procurement of Meals and Snacks for the Second Level Trainings on Agstat Surveys      |
| <b>Location</b>                               | Cagayan de Oro City   |
| <b>Date of Event</b>                          | 26 February – 02 March 2024<br>04-08 March 2024<br>18-22 March 2024                   |
| <b>Quantity</b>                               | See attached bid form   |
| <b>Terms of Payment</b>                       | 30 working days upon receipt of Statement of Account and must accept send bill policy |
| <b>Approved Budget for the Contract (ABC)</b> | One Hundred Seventy Thousand Three Hundred Pesos Only (Php 170,300.00)                |

We hereby invite all interested suppliers to submit quotations/proposals duly signed by authorized representatives not later than **24 January 2024, 12NN** subject to the Terms and Conditions provided. If you haven't provided the PSA a copy of your **Mayor's/Business Permit and Philgeps Registration Number**, please submit these documents along with your accomplished quotation.

Open quotations maybe submitted manually to the PSA Canvasser or personally to the ROBAC Secretariat or through email at **rsso10sacd@psa.gov.ph**.

For any clarification, you may contact **Ms. Aldemar A. Lagarbe** at **09774853415**.

  
**SARAH B. BALAGBIS**  
ROBAC Chairperson



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Limketkai Center, Brgy 31, Cagayan de Oro City  
Landline: (088) 291-1672 Mobile Number: 0917-821-9152  
<http://rsso10.psa.gov.ph> [psa10rbac@gmail.com](mailto:psa10rbac@gmail.com)



## Terms and Conditions

1. Bidders shall provide correct and accurate information required in this form, Failure to use this form will result to disqualification of your bid.
2. Price quotation must be valid for a period of 45 calendar days from the date of submission.
3. Price quotation, in peso denomination, shall include all taxes, duties and/or other charges.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Late submission of quotation shall not be accepted.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The Table of Rating Factors for Lease of Venue as provided in the IRR of RA 9184 shall be used in the evaluation of the venue. The passing rate is 90 percent.
8. Award of contract shall be made to the supplier with the lowest quotation which complies with the minimum technical specifications and has complied with the general conditions stated herein.
9. In case of two or more bidders are determined to have the Lowest Calculated Quotation/Lowest Calculated Responsive Quotation, the PSA shall adopt and employ 'draw lots' as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Payment shall be prepared through check/Advice to Debit Account (ADA) upon receipt of the supplier's Statement of Account, subject to deduction of applicable taxes.
11. The PSA reserves the right to reject any or all quotations, to declare failure of bidding, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.

Name and Signature of Authorized Representative:

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**BID FORM**

**Instructions:**

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way.
3. Technical specifications with asterisks(\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify the entire quotation.
5. Failure to use this form will disqualify your quotation.
6. Please do not leave any blank items. Indicate "0" if item is being offered for free.

After having carefully read and accepted the Terms and Conditions. I/We submit our quotation for the item/s as follows:

| No.       | Technical Specification/s  | Unit | Qty | Offered Price |         | Compliance to Technical Specifications |    | Remarks |  |
|-----------|--|------|-----|---------------|---------|--|----|---------|--|
|           |  |      |     | Unit Price    | Amount  | (Please Check)                         |    |         |  |
|           |  |      |     |               |         | Yes                                    | No |         |  |
| A         | B  | C    | D   | E             | F = DxE | G                                      | H  |         |  |
| <b>1.</b> | <b>26-28 February 2024 (3days)</b>                               |      |     |               |         |  |    |         |  |
|           | Buffet Lunch (11:30 am)  | pax  | 14  |               |         |  |    |         |  |
|           | AM Snacks with Drinks (9:30 am)                                  | pax  | 14  |               |         |  |    |         |  |
|           | PM Snacks with Drinks (2:30 pm)                                  | pax  | 14  |               |         |  |    |         |  |
| <b>2.</b> | <b>29 February – 02 March 2024 (3days)</b>                       |      |     |               |         |  |    |         |  |
|           | Buffet Lunch (11:30 am)  | pax  | 15  |               |         |  |    |         |  |
|           | AM Snacks with Drinks (9:30 am)                                  | pax  | 15  |               |         |  |    |         |  |
|           | PM Snacks with Drinks (2:30 pm)                                  | pax  | 15  |               |         |  |    |         |  |
| <b>3.</b> | <b>04-08 March 2024 (5days)</b>                                  |      |     |               |         |  |    |         |  |
|           | Buffet Lunch (11:30 am)  | pax  | 14  |               |         |  |    |         |  |
|           | AM Snacks with Drinks (9:30 am)                                  | pax  | 14  |               |         |  |    |         |  |
|           | PM Snacks with Drinks (2:30 pm)                                  | pax  | 14  |               |         |  |    |         |  |
| <b>4.</b> | <b>06-08 March 2024 (5days)</b>                                  |      |     |               |         |  |    |         |  |
|           | Buffet Lunch (11:30 am)  | pax  | 10  |               |         |  |    |         |  |
|           | AM Snacks with Drinks (9:30 am)                                  | pax  | 10  |               |         |  |    |         |  |
|           | PM Snacks with Drinks (2:30 pm)                                  | pax  | 10  |               |         |  |    |         |  |
| <b>5.</b> | <b>18-22 March 2024 (5days)</b>                                  |      |     |               |         |  |    |         |  |
|           | Buffet Lunch (11:30 am)  | pax  | 15  |               |         |  |    |         |  |
|           | AM Snacks with Drinks (9:30 am)                                  | pax  | 15  |               |         |  |    |         |  |
|           | PM Snacks with Drinks (2:30 pm)                                  | pax  | 15  |               |         |  |    |         |  |
|           | <b>SPECIFIC CONDITIONS</b>                                       |      |     |               |         |  |    |         |  |
|           | <b>Buffet Lunch</b>  |      |     |               |         |  |    |         |  |
|           | <i>3 viands - combination of pork, beef, chicken or seafood;</i> |      |     |               |         |  |    |         |  |
|           | <i>Vegetable dish, soup: fish, chicken or beef;</i>              |      |     |               |         |  |    |         |  |
|           | <i>Rice, Fruits/Dessert, Softdrinks</i>                          |      |     |               |         |  |    |         |  |
|           | <i>Buffet Style Catering Service:</i>                            |      |     |               |         |  |    |         |  |
|           | <i>Reusable Plates, Mugs and Cutlery</i>                         |      |     |               |         |  |    |         |  |

|   |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|
| <b>AM and PM Snacks with Drinks</b>   |  |  |  |  |  |  |  |
| <i>(any choice from sandwich, pasta, cake, siopao, and native delicacies such as biko, cassava cake, suman among others) with nuts or candies (choice of juice or iced tea)</i> |  |  |  |  |  |  |  |
| <i>Packaging: Recyclable (e.g., carton or paper-made material, wooden spoon, and fork, paper cups, paper straws)</i>  |  |  |  |  |  |  |  |
| <b>With provision of the following</b>  |  |  |  |  |  |  |  |
| 250 grams chocolate drink<br>250 grams coffee powder<br>250 grams creamer<br>250 grams brown sugar  |  |  |  |  |  |  |  |
| <b>Delivery Site:</b> PSA RSSO 10, Limketkai, Cagayan de Oro City   |  |  |  |  |  |  |  |
| <b>26 February – 02 March 2024:</b> Training Room   |  |  |  |  |  |  |  |
| <b>04-08 March 2024:</b> Training Room  |  |  |  |  |  |  |  |
| <b>06-08 March 2024:</b> Conference Room  |  |  |  |  |  |  |  |
| <b>18-22 March 2024:</b> Training Room  |  |  |  |  |  |  |  |
| <b>Send-bill Arrangement</b>  |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
|   |  |  |  |  |  |  |  |
| <b>TOTAL OFFERED PRICE (in words and in figures)</b>  |  |  |  |  |  |  |  |

Printed Name of authorized representative / Signature: \_\_\_\_\_

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

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

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

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

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