



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



REQUEST FOR QUOTATION
RFQ No. 087

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:

Name of Project	Procurement of Meals and Snacks for the Conduct of the 2025 Mid-Year Performance Review of RSSO 10, CRASD
Location	within Cagayan de Oro City
Date of Event	18-20 June 2025
Quantity	See the attached bid form
Terms of Payment	30 working days upon receipt of Statement of Account and must accept send bill policy
Approved Budget for the Contract (ABC)	Sixty-Eight Thousand Two Hundred Fifty Pesos Only (PhP 68,250.00)

We hereby invite all interested suppliers to submit quotations/proposals signed by duly authorized representatives not later than **16 June 2025, 12:00 NN** subject to the Terms and Conditions provided in this RFQ. 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 **psa10rbac@gmail.com**.

For any clarification, you may contact **Ms. Margie Mae L. Pino** at 0917 821 9152.


JOSE B. TUASON, JR., CPA
ROBAC Chairperson



3rd Floor, Limketkai Module-2 BPO & Cyberpark Bldg., Rosario Crescent
Limketkai Center, Brgy. 31, Cagayan de Oro City
Telephone: (088)291-1672; 09178219152
Email: rsso10@psa.gov.ph Website: <http://rsso10.psa.gov.ph>

General 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. Partial bid is not allowed.
3. Price quotation, in peso denomination, must be valid for a period of 30 calendar days from the date of submission. It 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 and room accommodation. The passing rate is 90 percent.
8. Award of contract shall be made to the supplier with the highest rated bidder compliant to the minimum technical specifications and general terms and conditions stated herein.
9. In case of two or more bidders are determined highest rated bidders, 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. The goods must be delivered according to the requirements specified in this RFQ.
11. 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.
12. 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:

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	
I. ELIGIBILITY REQUIREMENTS								
1	Copy of Business Permit with Appropriate Line of Business (If provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G)							
2	Copy of PhilGEPS Registration Number (If provided with PSA-X, please indicate in the Remarks portion and check "Yes" in Column G)							
II. TECHNICAL SPECIFICATIONS								
I.	18-20 June 2025							
	AM Snacks (9:30 am)	35	pax					
	Lunch (11:30 am)	35	pax					
	PM Snacks (2:30 pm)	35	pax					
II.	Delivery							
	Delivery at PSA 10 Conference Room, Cagayan de Oro City							
	18-20 June 2025							
	Buffet Lunch							
	3 viands - combination of pork, beef, chicken or seafood; Vegetable dish, soup: fish, chicken or beef; Rice, Fruits/Dessert, Softdrinks							
	Buffet Style Catering Service: Reusable Plates, Mugs and Cutlery							
	AM and PM Snacks with Drinks							
	(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)							
	With provision of the following powdered drinks served in reusable containers, not in individual sachets:							

No.	Technical Specification/s	Unit	Qty	Offered Price		Compliance to Technical Specifications		Remarks
				Unit Price	Amount	(Please Check)		
						Yes	No	
	250 grams chocolate drink 250 grams coffee powder 250 grams creamer 250 grams brown sugar							
	Packaging materials and food wares must be recyclable or eco-friendly (e.g. carton, paper-made)							
	Styrofoam and single-use plastic wares are not allowed (e.g. plastic stirrers, plastic/styrofoam cups/mugs, plastic spoons and forks, plastic/styrofoam plates)							
	PET bottles for drinks are not allowed. Drinks to be served must be in tetra packs or can instead.							
III.	Terms of Payment							
	Send-bill arrangement within 30 days after delivery of services.							
	TOTAL OFFERED PRICE (in words and in figures)							

Printed Name of authorized representative / Signature: _____

Position: _____

Name of Company: _____

Address: _____

Email Address: _____

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

Date: _____