



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Philippine Rural Development Project  
Regional Project Coordination Office 6  
DA-BPI Compound, Muelle Loney St., Iloilo City  
Email: [rpco6@yahoo.com](mailto:rpco6@yahoo.com)  
Tel No. (033) 3201012

April 5, 2022

## **REQUEST FOR QUOTATION SHOPPING**

### **INSTRUCTIONS:**

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Prospective Bidders/Suppliers may submit their own canvass form in accomplishing their bid proposals/quotations subject to the condition that the PRDP RPCO 6 BAC's official RFQ form shall be filled up (with offered brand, unit price and total price), signed properly and attached together with the bidder's/supplier's own canvass form. (Please write legibly)
3. Any erasure or alternation in the unit and/or total price shall render the offer of the supplier invalid.
4. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
5. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. The **brand** name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
7. Price quotation(s) submitted shall be valid **NINETY (90) days** from the deadline of submission of quotations.
8. Terms of payment within – FIFTEEN (15) after inspection and acceptance and shall be made through checks.
9. Sealed Quotation(s)/proposal(s) shall be submitted to the Office of the Procurement Unit RPCO 6, Operations Compound, Department of Agriculture Regional Field Office No. 6, Parola, Iloilo City. Online or electronic submission should be password protected and send to [rpco6procure@gmail.com](mailto:rpco6procure@gmail.com).
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: April 8, 2022, 5:00 PM**
12. Validity of stocks: 90 days
13. Delivery period: on the date stipulated herein.
14. Delivery point: Iloilo City
15. The period of submission of the following documents are as follows:

<b>Document</b>	<b>Submission Period*</b>	
Certified True copy of Valid <b>Mayor's/Business Permit</b>	Before the issuance of Notice of Award	At the option of the supplier, may be submitted <b>during</b> the submission of its quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)		
*Non-submission of any or all documentary requirements within 24 hours upon notice shall disqualify the lowest offer or from award and the BAC shall proceed to evaluate the next lower offer.		

16. Non-receipt of a Notice of Award within a period of 30 calendar days from the deadline of the submission of the RFQ is presumed that this offer is non-responsive.

**PR NO.:** RPCO6-2022-055

**EPC:** Php 56,000.00

**End-User:** PRDP RPCO 6 – IREAP

**Solicitation No.:** PRDP-RPCO-006-GS-004-22

**Contact No.:** 320-3545

QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
<b>Procurement of Food and Accommodations</b>					
28	pax	<b>Food and Accommodation</b> to be served in the conduct of Mentoring and Coaching of DA CSO Accreditation to DA PRDP Beneficiaries (1 <sup>st</sup> Batch) on April 19-20, 2022.  Day 1 – AM & PM Snacks, Lunch, Dinner and Lodging	AM Snacks Lunch PM Snacks Dinner Lodging		
28	pax	Day 2 – Breakfast, AM Snacks and Lunch	Breakfast AM Snacks Lunch		
		<b>Terms and Conditions:</b> a. Free Tarpaulin (3 meters X 2 meters) Signage of the activity b. free flowing of coffee c. Venue with Philippine Flag, 3 microphones d. Provision of projector with wide screen (FREE) e. Strong Wifi connection at the venue (can cover 28 pax) f. free usage of venue from 8:00am to 6:00pm g. Venue has a wide parking space h. Area is disinfected before and after the activity i. Wide area to cover 28 pax			
<b>Total</b>					

FOR THE BIDS AND AWARDS COMMITTEE

**MICHELLE OLIPENDO**

GEPS Posted/DA Website/1 conspicuous place

**INGEMAR G. BAUTISTA**

BAC Secretariat

Submission of RFQ	Signature over printed name
RFQ to be collected on	
RFQ to be submitted by supplier before deadline	

**THE DA RFO 6**  
**Bids and Awards Committee**  
**Parola, Iloilo City**

**SIR/MADAM:**

In connection with the above request, I/we submit our quotation indicated above. I/We have carefully read and fully understood the minimum requirements and agree to furnish and/or deliver in conformity with specifications any or all said articles described above within date stipulated herein

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Registered Name of Company

\_\_\_\_\_  
Tax Identification No.

\_\_\_\_\_  
Telephone number(s)

\_\_\_\_\_  
Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Date Accomplished