



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office 6

Parola, Iloilo City 5000, Philippines

rpco6@yahoo.com / rpco6.prdp@gmail.com | (033) 320-1012 / 320-3545 | prdp.da.gov.ph

Enabling Communities. Expanding Opportunities.

November 9, 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 canvass 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) days 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 rpco6proc@gmail.com.
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: November 14, 2022, 5:00 PM**
12. Validity of stocks: 90 days
13. Delivery period: on the date stipulated herein.
14. Delivery point: Iloilo
15. The period of submission of the following documents are as follows:

Document	Submission Period*	
Certified True copy of Valid Mayor's/Business Permit	Before the issuance of Notice of Award	At the option of the supplier, may be submitted during the submission of its quotation
Certified True Copy of PhilGEPS Registration Number (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.: RPCO6-2022-187

EPC: Php 175,500.00

End-User: PRDP RPCO 6

Solicitation No.: PRDP-RPCO-006-GS-051-22



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Food and Accommodation					
65	Pax	Food and Accommodation during the conduct of RPCO 6 IREAP Year-Accomplishment Review & Strategic Planning Workshop on December 12-13, 2022. Day 1 – AM & PM Snacks, Lunch, Dinner and Lodging	AM Snacks Lunch PM Snacks Dinner Lodging		
65	pax	Day 2 – Breakfast, AM Snacks, Lunch & PM Snacks	Breakfast AM Snacks Lunch PM Snacks		
		Terms and Condition: a. At least 3 Star Hotel Rating b. Free Tarpaulin (3 meters x 5 meters) & Signage of the activity c. Venue can cover twice the total number of participants d. 10% buffer of food e. Venue with Philippine Flag f. 3 Uniformed Staff to assist in serving the food g. Provision of Registration/ Secretariat table h. Free usage of Projector and wide screen for 7-8 hours i. Purified or Mineral Drinking Water j. Free flowing coffee/Tea/Choco k. Provision of extension cords, 3 microphones l. Provision of temperature check and alcohol (Strictly Imposed) l. Strong Wifi connection (can connect to all 65 pax)			
Total					

FOR THE BIDS AND AWARDS COMMITTEE

MICHELLE OLIPENDO

GEPS Posted/DA Website/1 conspicuous place



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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 VI
Bids and Awards Committee
WESVIARC, Brgy. Buntatala
Jaro, 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