



January 27, 2023  
(Date)

**REQUEST FOR QUOTATION**  
**2023-51**  
(SVP-Catering Services)

**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 DARFO VI 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 alteration 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. Sealed Quotation(s) / Proposal(s) shall be submitted to the DA Western Visayas, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City. Online or electronic submission should be password protected and send to [dareg6bac@yahoo.com](mailto:dareg6bac@yahoo.com).
7. **DEADLINE FOR SUBMISSION OF BIDS: January 31, 2023 at 12:00 nn.**
8. Price quotation(s) submitted shall be valid until the last day of training.
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. Validity of stocks: **not applicable**.
11. Terms of payment: within 15 days after inspection and acceptance and shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility. Bank Transfer fee, if any, shall be charged against the creditor's account.
12. Delivery period: **February 10, 2023**
13. Delivery point: Brgy. Camandag, Brgy. Talaptap, Brgy. Sag-ang
14. The period of submission of the following documents are as follows:

Document	Submission Period*	
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)		
<b>Omnibus Sworn Statement</b> (for ABC above Php 50,000.00)		
<b>Income Tax Return</b> (for ABC above Php 500,000.00)		

\*Non-submission of any or all documentary requirements within 24 hours upon notice shall disqualify the lowest offeror from award and the BAC shall proceed to evaluate the next lower offer.

15. 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. 2023-01-0239    ABC:Php72,000.00  
Solicitation No. 2022-45

End-User: **ANDREW T. PALOMAR**  
Contact No.

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		<b>Procurement of supply and delivery of catering services during the conduct of Three (3) batches Community Needs Assessment of the SAAD Program in San Lorenzo, Guimaras on February 10, 2023</b>			
40	pax	Batch 1	am snack lunch pm snack		
40	pax	Batch 2	am snack lunch pm snack		



40	pax	Batch 3	am snack		
			lunch		
			pm snack		
		Batch 1 – Barangay Camandag Batch 2 – Barangay Talaptap Batch 3 – Barangay Sag-ang			
		Note: 1. Provision of 1 piece tarpaulin as backdrop with the activity title per batch 2. Provision of coffee and water 3. Pack food delivered per barangay			
		<b>TOTAL</b>			

For the Bids and Awards Committee:

**MS. HUSSEIN A. DEROTAS**  
GEPS Posted/DA Website/1 conspicuous place

**MS. MAE P. NONES**  
Head, Procurement Service Office

**SHERYL MAE T. GAYLAN / SALLY BIÑAS**  
Canvasser

The DA RFO VI  
Bids and Awards Committee  
WES-VIARC, Brgy. Buntatala  
Jaro, -Iloilo City

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

**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 the specifications any or all said articles described above within the date stipulated herein.

Signature over Printed Name

Registered Name of Company

Tax Identification Number  
(indicate VAT or non-VAT registered)

Address

Contact number(s)

E-mail Address

Banking Institution

Branch

Account Name

Account Number

Date Accomplished

PR# 2023-01-0239  
RFQ# 2023-51