



March 3, 2023
(Date)

REQUEST FOR QUOTATION
2023-248
(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.
7. **DEADLINE FOR SUBMISSION OF BIDS: March 10, 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: **please refer to the schedule given below**
13. Delivery point: Province of Negros Occidental
14. 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)		
Omnibus Sworn Statement (for ABC above Php 50,000.00) Income Tax Return (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. 2023-02-0625 ABC: Php108,000.00
Solicitation No. 2023-229

End-User: JONIFER B. FRADES
Contact No. 337-4775

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		Procurement of supply and delivery of catering services for the conduct of various trainings in the Province of Negros Occidental			
30	pax	Training on Cacao Production on May 2-3, 2023 at Municipal Gymnasium, Kabankalan City, Negros Occidental (30 pax per day)	am snack lunch pm snack		
30	pax	Training on Coffee Production on May 4-5, 2023 at Municipal Gymnasium, Binalbagan, Negros Occidental (30 pax per day)	am snack lunch pm snack		
30	pax	Training on Lowland Vegetable Production on May 9-10, 2023 at	am snack lunch pm snack		



		Municipal Gymnasium, San Carlos City, Negros Occidental (30 pax per day)			
		Terms and Conditions: 1. AM and PM snacks: either of these: spaghetti with sliced bread/pansit bihon with bread/cheese and ham sandwich/bread w/ pineapple filling/tuna sandwich/carbonara, lomi w/sliced bread and any fresh fruit juice 2. Lunch: 3 dishes (meat/fish/chicken, vegetable, dessert, (macaroni or fruit salad, drinks should be fresh and plant-based) 3. With free-flowing coffee and choco drinks 4. On site delivery and packed snacks and lunch			
		TOTAL			

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