



March 15, 2023  
(Date)

**REQUEST FOR QUOTATION**  
**2023-260**  
(SVP-Food and Accommodation)

**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: March 22, 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 of activities below**
13. Delivery point: R4D Conference Room, DA WESVIARC, Hamungaya, Jaro, Iloilo City
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. 2023-02-0651    ABC:Php540,000.00  
Solicitation No. 2022-238

End-User: CARMELITA C. FANTILANAN  
Contact No. 335-4766

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		<b>Procurement of supply and delivery of food and lodging for the conduct of 4 Quarterly Meetings of Mainstreaming Climate Resilient Agriculture in Regional Programs in Iloilo City</b>			
		<b>1<sup>st</sup> Quarter</b>			
50	pax	Day 1 March 30, 2023	AM Snack Lunch Pm Snack Dinner Lodging		



50	pax	Day 2 March 31, 2023	Breakfast AM Snack Lunch PM Snack		
		<b>2<sup>nd</sup> Quarter</b>			
50	pax	Day 1 June 29, 2023	AM Snack Lunch Pm Snack Dinner Lodging		
50	pax	Day 2 June 30, 2023	Breakfast AM Snack Lunch PM Snack		
		<b>3<sup>rd</sup> Quarter</b>			
50	pax	Day 1 September 28, 2023	AM Snack Lunch Pm Snack Dinner Lodging		
50	pax	Day 2 September 29, 2023	Breakfast AM Snack Lunch PM Snack		
		<b>4<sup>th</sup> Quarter</b>			
50	pax	Day 1 December 5, 2023	AM Snack Lunch Pm Snack Dinner Lodging		
50	pax	Day 2 December 6, 2023	Breakfast AM Snack Lunch PM Snack		
		<p>Terms and Conditions:</p> <ol style="list-style-type: none"> <li>1. AM &amp; PM snacks: either of these: spaghetti w/ sliced bread/bihon guisado w/ bread/cheese and ham sandwich/bread w/ pineapple filling/tuna sandwich/carbonara, lomi w/ sliced bread/pandesal and any fresh fruit juice</li> <li>2. Lunch/Dinner: 3 dishes (meat/fish/chicken, vegetable, dessert, drinks should be fresh and plant-based)</li> <li>3. Breakfast: 3 dishes (plain/fried rice, egg (variance), ham/tocino, meat/fish and mineral water)</li> <li>4. W/ standby coffee or chocolate drinks throughout the training</li> <li>5. Availability of hot and cold water</li> <li>6. Venue can accommodate 15 vehicles (parking spaces)</li> </ol>			



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Western Visayas

		7. With candies/nuts serve during the activities			
		8. Back drop tarpaulin of the activity			
		9. Availability of elevator			
		<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# 2023-02-0651  
RFQ# 2023-260