



March 10, 2023
(Date)

REQUEST FOR QUOTATION
2023-295
(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 17, 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: **May 19, 30, 2023, July 11, 2023**
13. Delivery point: Province of Aklan
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. 2023-02-0664 ABC: Php 90,000.00
Solicitation No. 2022-271

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

| Qty. | Unit | Item Description | Meals | Unit Price | Total Price |
|------|------|--|-------------------------------|------------|-------------|
| | | Procurement of supply and delivery of catering services during the conduct of Meeting of Mainstreaming Climate Resilient Agriculture in Regional Programs | | | |
| 50 | pax | Brgy. Hall, Mambong, Banga, Aklan on May 19, 2023 | am snack lunch pm snack | | |
| 50 | pax | Brgy. Hall, Palay, Batan, Aklan on May 30, 2023 | am snack lunch pm snack | | |



| | | | | | |
|----|-----|--|-------------------------------|--|--|
| 50 | pax | Municipal Gym, Numancia, Aklan on July 11, 2023 | am snack lunch pm snack | | |
| | | terms and conditions: *AM & 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 *Bottled water *Lunch: 3 dishes (meat/fish/chicken, vegetable, dessert, drinks should be fresh and plant based *Back drop tarpaulin of the activity *Packed *On site delivery | | | |
| | | 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

SHEREY LYN AZARCON / 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# 2023-02-0664
RFQ# 2023-295