



March 10, 2023
(Date)

REQUEST FOR QUOTATION
2023-318
(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 procurement@wv.da.gov.ph
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: **September 13 & 14, 2023**
13. Delivery point: Multi-purpose R4D Facility, DA WESVIARC, Hamungaya, Buntatala, Jaro, Iloilo City
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. 2023-03-0773 ABC:Php 60,000.00
Solicitation No. 2022-294

End-User: LUISA P. FULGUERAS
Contact No.

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		Procurement of supply and delivery of food for the conduct of Rice Crop Manager Advisory Service (RCMAS) Research Regional Updating and Planning Workshop			
30	Pax	September 13, 2023	Am snack Lunch Pm snack Dinner		
30	pax	September 14, 2023	Breakfast (5pax) Am snack		



			Lunch Pm snack		
		Terms and Conditions: Assisted Buffet with free-flowing coffee Breakfast – rice, 2 main dishes, dessert, coffee/milo, water Am snack – sandwiches/soup, softdrinks/bottled juice Lunch- rice, 2 main dishes, dessert, softdrinks, water Pm snack- sandwiches/soup, softdrinks/bottled juice dinner- rice, 2 main dishes, dessert, softdrinks, water			
		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

MARK BUENDIA / CESAR SUEDAD
 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# 2023-0773
 RFQ# 2023-318