



Republic of the Philippines  
Department of Agriculture  
**REGIONAL FIELD OFFICE NO. VI**  
Parola, Iloilo City 5000, Philippines  
Tel. Nos.: **(033)320-2373**  
Email: [dareg6bac@yahoo.com](mailto:dareg6bac@yahoo.com)

**March 13, 2023**  
(Date)

**REQUEST FOR QUOTATION**  
**No. 2023-03-024**  
(Negotiated Procurement - Community Participation)

**INSTRUCTIONS:**

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Prospective Bidders 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(unit price and total price), signed properly and attached together with the Bidder's/Supplier's own canvass form. (Please write legibly)
3. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
4. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
5. Sealed qoutation shall be accepted, if submitted manually or password-protected, if submitted electronically.The BAC shall not be responsible on the pre-emptive / premature opening of the proposal.
6. Quotation(s) / Proposal(s) shall be submitted to the DA RFO 6 Procurement Service Office, RCPC Building, DA WESVIARC, Brgy. Buntatala, Jaro, Iloilo City or sent electronically and password protected at[dareg6bac@yahoo.com](mailto:dareg6bac@yahoo.com).
7. DEADLINE FOR SUBMISSION OF BIDS: **March 16, 2023** at (time)**12:00 noon**.
8. Price quotation(s) submitted shall be valid for a period of 90days reckoned from the deadline for submission of quotations.
9. Terms of payment: within Fifteen (15) days complete delivery per activity.
10. Deliveryperiod:15 days upon receipt of Notice to Proceed (or on the date stipulated therein)
11. Delivery point: **Astorga Dumarao, Capiz**
12. Refer to "Annex A" for the period of submission of the eligibility requirements:
13. 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.2023-02-0522**  
**Solicitation No. 2023-024**

**ABC: Php 119,720.00**

Qty.	Unit	Item Description	Offered Brand	Unit Price	Total Price
		Community participation to be rendered for the Maintenance and Production of Organic Concoctions in Bio Organic facility at DA Capiz ROS Astorga Dumarao, Capiz.			
146	MD	Collection of materials used for different concoctions- Harvesting of concoctions 2 <sup>nd</sup> quarter April 10-June 28,2023.			
146	MD	Collection of materials used for different concoctions- Harvesting of concoctions 3 <sup>rd</sup> quarter July 3-September 20,2023.			
		<b>Please see attached Program of Works</b>			
		<b>Total</b>			



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For the Bids and Awards Committee:

\_\_\_\_\_  
**KRIZZIA CAMILLE SO**  
GEPS and DA Website Posted

**ALIEN P. VASQUEZ**  
End user

\_\_\_\_\_  
**GESON FUENTES**  
Canvasser

The DA RFO VI  
Bids and Awards Committee (BAC)  
WESVIARC, Brgy. Buntatala  
Jaro, Iloilo City

**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
_____ Telephone number(s)	_____ Address	_____ Date Accomplished



**“ANNEX A”**

Document	Submission Period	
	During Post Qualification	At the option of the Supplier, may be submitted during submission of its quotation
<b>Organized Community or Social Group</b>		
<p>a. Certificate of registration from the DTI, SEC, CDA, DA, Department of Labor and Employment, NCIP; or in the case of Civil Society Organizations, Non-Government Organizations or Peoples’ Organizations that are compliant with the requirements of a CSG, registration from NGAs or LGUs</p> <p>b. A sworn affidavit (Appendix “1”) executed by the head or its authorized representative</p> <p>c. <u>Statement of all its completed contracts similar to the Community-based Projects</u> to be bid and/or list indicating the work experiences of their members that reflect the capacity to deliver the Goods, or implement the Simple Infrastructure Projects, at an equal or higher established standards.</p> <p>The End-user’s acceptance or official receipt(s) or sales invoice issued for the completed contracts shall be attached to the Statement as proof thereof.</p> <p><u>Additional requirements for Simple Infrastructure Projects:</u></p> <p>d. Statement of the CSG’s ongoing government and private contracts indicating the outstanding and uncompleted portions thereof, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p>e. <u>Philippine Contractors Accreditation Board license</u> pursuant to Presidential Decree No. 4566, as amended.</p> <p><u>Financial Requirements</u></p> <p>f. <u>Photocopy or scanned copy of the bank book with complete bank</u></p>		



<p><u>account information</u>; or a <u>proof</u> that it <u>maintains books of accounts</u> such as cash receipts journal, cash disbursement journal, general journal, and general ledger.</p> <p><i><u>For Organized CSG that has participated in any government Community-based Project for the past two (2) years:</u></i></p> <p>g. <u>Latest Income Tax Return (ITR)</u> for the preceding Tax Year or for new establishments, the most recent quarter's ITR or Business Tax Return; and</p> <p>h. <u>Updated Audited Financial Statement (AFS)</u>, which should not be earlier than two (2) years from the date of bid submission. The AFS shall be stamped received by the Bureau of Internal Revenue (BIR) or accredited and authorized institutions, or electronically received via the AFS e-submission of the BIR with a filing reference number.</p> <p><i><u>Additional requirements for Simple Infrastructure Projects:</u></i></p> <p>i. <u>The Organized CSG's computation of Net Financial Contracting Capacity (NFCC)</u>, where the values of the CSG's current assets and current liabilities shall be based on the latest AFS submitted to the BIR. The computation of a CSG's NFCC must be at least equal to the ABC of the Community-based Project, calculated as follows: NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p>		
<p><b>Unorganized Community or Social Group</b></p>		
<p><u>Legal Requirements</u></p> <p>a. <u>A photocopy of the government-issued ID of the officers or</u></p>		



<p><u>members</u> of the Unorganized CSG showing that they are residents of the target community, or nearby and other communities if allowed by the PE; and</p> <p>b. <u>A sworn affidavit</u> (Appendix “1”) executed by the head or authorized representative that:</p> <p><i>i. none of its organizers, officers or members is an agent or related by consanguinity or affinity up to the third (3rd) civil degree to the HOPE, a member of the BAC, the TWG or the Secretariat, or other official authorized to process and/or approve the proposal, contract, and release of funds; and</i></p> <p><i>ii. commitment of the Unorganized CSG that it shall perform and deliver all the obligations and undertakings under the contract covering the procurement at hand if no performance or warranty security is required by the PE.</i></p> <p><u>Technical Requirements</u></p> <p>c. <u>List of completed work experiences of the members of the Unorganized CSG</u> that meet or satisfy the workmanship and skill set requirements, which shows the capacity to perform the required labor component for the delivery of Goods or implementation of Simple Infrastructure Project</p> <p><u>Financial Requirements</u></p> <p>d. <u>Photocopy or scanned copy of the bank account</u> under the name of any of its officers or members with the complete bank account information; or <u>a proof that it maintains books of accounts</u> such as cash receipts journal, cash disbursement journal, general journal, and general ledger.</p>		
<p>*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.</p>		