



April 11, 2023  
(Date)

**REQUEST FOR QUOTATION  
2023-78  
(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: April 18, 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: **October 10-13, 2023**
13. Delivery point: Bacolod City, Negros Occidental
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><br>(for ABC above Php 50,000.00)   |  |   |
| <b>Income Tax Return</b><br>(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. 2023-01-0287    ABC:Php139,000.00  
Solicitation No. 2022-71

End-User: LEAH GAY V. VELOSO  
Contact No. 337-1227

| Qty. | Unit | Item Description   | Meals                         | Unit Price              | Total Price |
|------|------|--|-------------------------------|-------------------------|-------------|
|      |      | <b>Procurement of supply and delivery of food and accommodation for the conduct of Regional Organic Agriculture Trade Fair and Exhibits on October 10-13, 2023 in Bacolod City</b> |                               |                         |             |
| 20   | pax  | <b>October 10, 2023</b> (Ingress)  | Dinner<br>Lodging             | _____                   |             |
| 30   | pax  | <b>October 11, 2023</b>  | Breakfast<br>Lunch<br>Lodging | _____<br>_____<br>_____ |             |
| 30   | pax  | <b>October 12, 2023</b>  | Breakfast                     | _____                   |             |



|    |     |  |                               |  |  |
|----|-----|--|-------------------------------|--|--|
|    |     |  | Lunch<br>Lodging              |  |  |
| 30 | pax | October 13, 2023 (Egress)  | Breakfast<br>Lunch<br>Lodging |  |  |
|    |     | <b>Terms and Conditions:</b><br>1. With good air conditioning unit to assigned rooms<br>2. With free water dispenser (hot and cold)<br>3. With AM, PM and lunch packed and distributed on time while breakfast and dinner will be served while dinner on the last day will be packed<br>4. With good water supply<br>5. Hotel preferably DOT accredited<br>6. With spacious parking area that can accommodate 6 vehicles and area for the trade event<br>7. No bed sharing |                               |  |  |
|    |     | <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

**MARICAR TOMBOCON / JIEBEN VILLARINO**  
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# 2023-01-0287  
RFQ# 2023-78