



May 30, 2023  
(Date)

**REQUEST FOR QUOTATION**  
**2023-580**  
(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](mailto:procurement@wv.da.gov.ph)
7. **DEADLINE FOR SUBMISSION OF BIDS: June 2, 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: **June – October 2023**
13. Delivery point: PAFC- Jordan, Guimaras  
MAFCs at respective Office of the Municipal Agriculturist/ FITS Center/MAFC Office
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. 2023-05-1170 ABC: Php 96,000.00  
Solicitation No. 2023-558

End-User: JOSEPHINE B. BERTE  
Contact No. 337-2586

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		<b>Procurement of supply and delivery of catering services for the conduct of PAFC Guimaras, and three (3) MAFCs : San Lorenzo, Buenavista, and Sibunag Meetings for CY 2023</b>			
		PAFC Guimaras Meeting (am snack and Lunch)			
28	pax	June 8, 2023 (sectoral)	am snack lunch		



10	pax	June 15, 2023 (Execom)	am snack lunch		
25	pax	July 6, 2023 (Execom and Election)	am snack lunch		
25	pax	September 1, 2023 (Sectoral)	am snack lunch		
25	pax	November 7, 2023 (Sectoral)	am snack lunch		
10	pax	November 14, 203 (Execom)	am snack lunch		
		MAFC- San Lorenzo Meeting (Am snack)			
40	pax	September 25, 2023	Am snack		
40	pax	July 3, 2023 (election)	Am snack		
40	pax	August 2, 2023	Am snack		
40	pax	October 23, 2023	Am snack		
		MAFC- Buenavista Meeting (am snack)			
40	pax	September 26, 2023	Am snack		
40	pax	July 4, 2023 (election)	Am snack		
40	pax	August 3, 2023	Am snack		
40	pax	October 24, 2023	Am snack		
		MAFC- Sibunag Meeting (am snack)			
40	pax	September 27, 2023	Am snack		
40	pax	July 5, 2023 (election)	Am snack		
40	pax	August 4, 2023	Am snack		
40	pax	October 25, 2023	Am snack		
		Terms and Conditions: 1. Supplier from the Province of Guimaras 2. Food is prepared within the day 3. Packed snacks 4. Lunch consists of rice, viand, (vegetable and fried/grilled meat/fish) and drinks			
		<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

**QUINDI A. CATROJAS / SHARLENE MAE A. ARROYO**  
Canvasser



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Western Visayas

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# 2023-05-1170  
RFQ# 2023-580