



May 5, 2023
(Date)

REQUEST FOR QUOTATION
2023-454
(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: May 10, 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 – October 2023**
13. Delivery point: PAFC- Capiz at Roxas City, Capiz
MAFCs at respective municipality
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. 2023-05-1175 ABC: Php 108,000.00
Solicitation No. 2023-373

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

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		Procurement of supply and delivery of catering services for the conduct of PAFC Capiz and seven (3) MAFCs Ivisan, Jamindan and Pilar Meetings for CY 2023			
		PAFC – Capiz Meeting (am snack andLunch)			



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30	pax	June 6, 2023 (sectoral)	am snack lunch		
15	pax	June 14, 2023 (Execom)	am snack lunch		
30	pax	July 28, 2023 (Execom and Election)	am snack lunch		
30	pax	September 8, 2023 (Sectoral)	am snack lunch		
30	pax	October 23, 2023 (Sectoral)	am snack lunch		
15	pax	October 30, 203 (Execom)	am snack lunch		
		MAFC Ivisan Meeting (AM snack)			
40	pax	May 15, 2023	Am snack		
40	pax	July 11, 2023 (election)	Am snack		
40	pax	September 4, 2023	Am snack		
40	pax	October 2, 2023	Am snack		
		MAFC- Jamindan Meeting (AM snack)			
40	pax	May 16, 2023	Am snack		
40	pax	July 12, 2023 (election)	Am snack		
40	pax	September 5, 2023	Am snack		
40	pax	October 3, 2023	Am snack		
		MAFC- Pilar Meeting (AM Snack)			
40	pax	May 18, 2023	Pm snack		
40	pax	July 14, 2023 (election)	pm snack		
40	pax	September 7, 2023	pm snack		
40	pax	October 5, 2023	pm snack		
		Terms and Conditions: 1. Supplier from the Province of Capiz 2. Food is prepared within the day 3. Packed snacks 4. Lunch consists of rice, viand, (vegetable and fried/grilled meat/fish) and drinks			
		TOTAL			



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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

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# 2023-05-1175

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