



May 5, 2023  
(Date)

**REQUEST FOR QUOTATION**  
**2023-455**  
(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: 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- Negros Occidental at OPA Organic Village, Bacolod City and Municipality/city of choice  
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. 2023-05-1177 ABC: Php 220,000.00  
Solicitation No. 2023-374

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 Negros Occidental and seven (7) MAFCs : Pulupandan, Valladolid, Moises Padilla, San Enrique, Binalbagan, Hinoba-an and Manapla Meetings for CY 2023</b>			
		PAFC Meeting (am snack and Lunch)			



30	pax	May 26, 2023 (sectoral)	am snack lunch		
15	pax	June 2, 2023 (Execom)	am snack lunch		
30	pax	July 21, 2023 (Execom and Election)	am snack lunch		
30	pax	August 18, 2023 (Sectoral)	am snack lunch		
30	pax	September 22, 2023 (Sectoral)	am snack lunch		
15	pax	October 20, 203 (Execom)	am snack lunch		
		HUCAFC Meeting (am snack and Lunch)			
25	pax	May 25, 2023 (sectoral)	am snack lunch		
10	pax	June 1, 2023 (Execom)	am snack lunch		
25	pax	July 20, 2023 (Execom and Election)	am snack lunch		
25	pax	August 17, 2023 (Sectoral)	am snack lunch		
25	pax	September 21, 2023 (Sectoral)	am snack lunch		
10	pax	October 19, 203 (Execom)	am snack lunch		
		MAFC- Valladolid Meeting (Am snack)			
40	pax	May 22, 2023	Am snack		
40	pax	July 17, 2023 (election)	Am snack		
40	pax	August 14, 2023	Am snack		
40	pax	September 18, 2023	Am snack		
		MAFC- Pulupandan Meeting (Pm snack)			
40	pax	May 22, 2023	Pm snack		
40	pax	July 17, 2023 (election)	pm snack		
40	pax	August 14, 2023	pm snack		
40	pax	September 18, 2023	pm snack		
		MAFC- Moises Padilla Meeting (Am snack)			
40	pax	May 23, 2023	Am snack		
40	pax	July 18, 2023 (election)	Am snack		
40	pax	August 15, 2023	Am snack		
40	pax	September 19, 2023	Am snack		
		MAFC- San Enrique Meeting (Pm snack)			
40	pax	May 23, 2023	Pm snack		
40	pax	July 18, 2023 (election)	pm snack		
40	pax	August 15, 2023	pm snack		



40	pax	September 19, 2023	pm snack		
		MAFC- Hinoba-an Meeting (Am snack)			
40	pax	May 24, 2023	Am snack		
40	pax	July 19, 2023 (election)	Am snack		
40	pax	August 16, 2023	Am snack		
40	pax	September 20, 2023	Am snack		
		MAFC- Binalbagan Meeting (Pm snack)			
40	pax	May 24, 2023	Pm snack		
40	pax	July 19, 2023 (election)	pm snack		
40	pax	August 16, 2023	pm snack		
40	pax	September 20, 2023	pm snack		
		MAFC- Manapla Meeting (Pm snack)			
40	pax	May 25, 2023	Pm snack		
40	pax	July 20, 2023 (election)	pm snack		
40	pax	August 17, 2023	pm snack		
40	pax	September 21, 2023	pm snack		
		Terms and Conditions: 1. Supplier from the Province of Negros Occidental 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

PR# 2023-05-1177  
RFQ# 2023-455

	Submission of RFQ	Signature over printed name
	RFQ to be collected on	
	RFQ to be submitted by supplier before deadline	



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Western Visayas

The DA RFO VI  
Bids and Awards Committee  
WES-VIARC, 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  
(indicate VAT or non-VAT registered)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact number(s)

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Banking Institution

\_\_\_\_\_  
Branch

\_\_\_\_\_  
Account Name

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Date Accomplished

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