



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE – WESTERN VISAYAS**  
WESVIARC, Hamungaya, Jaro, Iloilo City 5000  
Email: procurement@wv.da.gov.ph ☒ Telephone: (033) 320-2370  
Website: westernvisayas.da.gov.ph

**July 25, 2023**  
(Date)

**REQUEST FOR QUOTATION**  
**2023-690**  
(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: July 28, 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: **August to October 2023**
13. Delivery point: -R4D Conference Room, WESVIARC, Sitio Hamungaya, Buntatala, Jaro, Iloilo City  
-Diamond Jubilee Hall, Mabini St., Iloilo City
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. 2023-07-1582    ABC:Php 180,000.00  
Solicitation No. 2022-647

End-User: RHEA CRISTINA G. RESOL  
Contact No. 337-1227

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		Procurement of supply and delivery of food and catering services for the conduct of various activities			
20	Pax	Provision of food and catering services during the conduct of Young Farmers Challenge Start Up Provincial Level BMC Pitching and Judging for Panay and Guimaras on August 2-4, 2023 at	am snack lunch pm snack		



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		R4D Conference Room, WESVIARC, Sitio Hamungaya, Buntatala, Jaro, Iloilo City  Buffet Lunch: 3 dishes (meat, fish, vegetable, dessert and drinks) *Foods/meals to be served on time *Must provide water dispenser and free flowing coffee and hot choco *With stand by and on call food server/waiter			
100	Pax	Provision of food and catering services during the conduct of Young Farmers Challenge Provincial Level Awarding Ceremony and Orientation on August 9, 2023 at Diamond Jubilee Hall, Mabini St., Iloilo City  Buffet Lunch: 3 dishes (meat, fish, vegetable, dessert and drinks) *Foods/meals to be served on time *Must provide water dispenser and free flowing coffee and hot choco *With stand by and on call food server/waiter *Must include set up of the venue *Must provide red carpet, tables, chairs, and table cloth enough for the number of participants (free of charge) during the Young Farmers Challenge Provincial Level Awarding Ceremony and Orientation on August 9, 2023 at Diamond Jubilee Hall, Mabini St., Iloilo City *free hauling and pick up of red carpet, tables, chairs, and table cloth to Diamond Jubilee Hall, Mabini St., Iloilo City	am snack lunch pm snack		
30	Pax	Provision of Food and catering services during the conduct of Young Farmers Challenge Upscale and Intercollegiate Pitching and Judging on September 13-15, 2023 at R4D Conference Room, WESVIARC, Sitio Hamungaya, Buntatala, Jaro, Iloilo City  Lunch: 3 dishes (meat, fish, vegetable, dessert and drinks) * foods/ meals to be served on time *Provision of water dispenser and free flowing coffee and hot choco *standby and on call food server/waiter	am snack lunch pm snack		



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25	pax	Provision of food and accommodation during the conduct of Young Farmers Challenge Start Up Regional Level BMC Pitching and judging on October 18-19, 2023 at R4DnConference Room, WESVIARC, Sitio Hamungaya, Buntatala, Jaro, Iloilo City  Meals: 3 dishes (meat, fish, vegetable, dessert and drinks) * foods/ meals to be served on time *Provision of water dispenser and free flowing coffee and hot choco *standby and on call food server/waiter	am snack lunch pm snack		
		<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# 2023-07-1582  
 RFQ# 2023-690