



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE WESTERN VISAYAS**  
 Hamungaya, Brgy. Buntatala, Jaro, Iloilo City  
 westernvisayas@mail.da.gov.ph | (033) 336-4221

July 26, 2023

**REQUEST FOR QUOTATION**  
**2023-691**  
 (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: July 31, 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 LandBank's LDDAP-ADA/Bank Transfer facility. Bank Transfer fee, if any, shall be charged against the creditor's account.
12. Delivery period: **August to December, 2023**
13. Delivery point: WESVIARC, Hamungaya, Jaro, 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. 2023-07-1584

ABC: Php 302,500.00

End-User: JOSEPHINE B. BERTE

Solicitation No. 2023-680

Contact No.

Qty.	Unit	Item Description	Meals	Unit Price	Total Price
		Procurement of supply and delivery of catering services for the conduct of ManCom/ExeCom Meeting from August to December 2023			
45	Pax	August to December, 2023 ManCom (10 days)	Snack Lunch		
20	Pax	August to December 2023 Execom (5 days)	Snack lunch		
		<b>TOTAL</b>			



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For the Bids and Awards Committee:

**MS. HUSSEIN A. DEROTAS**  
 GEPS Posted/DA Website/1 conspicuous place  
 Office

**MS. MAE P. NONES**  
 Head, Procurement Service

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

The DA WESTERN VISAYAS  
 Bids and Awards Committee  
 WESVIARC, Hamungaya  
 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

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 RFQ# 2023-691