



July 31, 2023  
 Date

**REQUEST FOR QUOTATION**  
 2023-703  
 (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: August 4, 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 November, 2023
13. Delivery point: PAFC-Capiz at Roxas City, Capiz; MAFCs at their 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 <b>during</b> 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. 2023-07-1594      ABC: Php 108,000.00**  
**Solicitation No. 2023-669**

**End-User: JOSEPHINE B. BERTE**  
**Contact No.**

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of supply and delivery of catering services for the conduct of PAFC-Capiz and three (3) MAFCs Ivisan, Jamindan, and Pilar, Capiz meeting for CY 2023			
		<b>PAFC-Capiz Meeting</b>			
30	Pax	August 25, 2023 (Sectoral)	Am snack Lunch		
15	Pax	September 1, 2023 (Execom)	Am snack Lunch		
30	Pax	October 21, 2023 (Sectoral)	Am snack Lunch		
15	Pax	October 28, 2023 (Execom)	Am snack Lunch		
30	Pax	November 9, 2023 (Sectoral)	Am snack Lunch		
30	Pax	November 16, 2023 (Execom)	Am snack Lunch		
		<b>MAFC Ivisan</b>			
40	Pax	August 22, 2023	Am snack		
40	Pax	September 19, 2023	Am snack		
40	Pax	October 17, 2023	Am snack		
40	Pax	November 6, 2023	Am snack		
		<b>MAFC Jamindan</b>			
40	Pax	August 23, 2023	Am snack		
40	Pax	September 20, 2023	Am snack		
40	Pax	October 18, 2023	Am snack		
40	Pax	November 7, 2023	Am snack		
		<b>MAFC Pilar</b>			
40	Pax	August 24, 2023	Am snack		
40	Pax	September 21, 2023	Am snack		
40	Pax	October 19, 2023	Am snack		
40	Pax	November 8, 2023	Am snack		
		Terms and conditions: 1. Suppliers 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			
		<b>TOTAL</b>			



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

For the Bids and Awards Committee:

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

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

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

**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

PR# 2023-07-1594  
 RFQ# 2023-703