

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

PR# 2023-08-1736

September 22, 2023 Date

# **REQUEST FOR QUOTATION**

2023-735

(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 DA Western Visayas, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City with the Name of Supplier, PR Number, and Deadline for Submission. Online or electronic submission should be password protected and send to procurement@wv.da.gov.ph with the PR Number and Deadline of Submission as Subject in the E-mail.
- 7. DEADLINE FOR SUBMISSION OF BIDS: September 29, 2023 at 12:00 nn.
- 8. Price quotation(s) submitted shall be valid until the last day of training/activity.
- 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: November, 2023
- 13. Delivery point: San Rafael, Iloilo
- 14. The period of submission of the following documents are as follows:

Document	Submission Period*
Certified True Copy of Valid	
Mayor's/Business Permit	Should be submitted
Certified True Copy of <b>PhilGEPS</b>	upon submission
<b>Registration Number</b> (Red or Platinum)	of Request for
Omnibus Sworn Statement	Quotation
(for ABC above Php 50,000.00)	
Income Tax Return	
(for ABC above Php 500,000.00)	

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.



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PR No. 2023-08-1736ABC: Php 73,500.00End-User: DOMINADOR A. MARQUEZ, MPASolicitation No. 2023-698Contact No. 337-4775

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of supply and delivery of catering services for the conduct of Participatory Rural Appraisal on November 22-24, 2023 in San Rafael, Iloilo			
35	Pax	November 22, 2023	Am snack Lunch Pm snack		
35	pax	November 23, 2023	Am snack Lunch Pm snack		
35	pax	November 24, 2023	Am snack Lunch Pm snack		
		TOTAL			

For the Bids and Awards Committee:

#### **MS. HUSSEIN A. DEROTAS**

GEPS Posted/DA Website/ 1 conspicuous place **ATTY. ROLIN M. ASUNCION** Head, BAC Secretariat

## DA WESTERN VISAYAS

Bids and Awards Committee WESVIARC, Hamungaya, 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