

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 11, 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 18, 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 PhilGEPS Registration Number (Red or Platinum)	upon submission of Request for
Omnibus Sworn Statement (for ABC above Php 50,000.00)	Quotation
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.



Republic of the Philippines **DEPARTMENT OF AGRICULTURE WESTERN VISAYAS**

Hamungaya, Brgy. Buntatala, Jaro, Iloilo City westernvisayas@mail.da.gov.ph | (033) 336-4221

PR No. 2023-08-1736 ABC: Php 73,500.00 End-User: DOMINADOR A. MARQUEZ, MPA Contact 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