

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

PR# 2023-11-2046

November 14, 2023 Date

REQUEST FOR QUOTATION

2023-904 (SVP)

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 <u>manually submitted</u> 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**.
- 7. DEADLINE FOR SUBMISSION OF BIDS: November 17, 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 23, 2023 & December 7, 2023
- 13. Delivery point: Bacolod City, Negros Occidental
- 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	upon submission
Registration Number (Red or Platinum)	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.



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PR No. 2023-11-2046 A Solicitation No. 2023-823

ABC: Php 84,000.00 End-User: JONIFER B. FRADES Contact No. 337-4775

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of supply and delivery of catering services for the conduct of Provincial HVCDP-NUPAP Coordinators and Report Officers Quarterly Meeting on November 23, 2023 and December 7, 2023 in Bacolod City, Negros Occidental			
60	Pax	November 23, 2023	Am snack Lunch Pm Snack		
60	Pax	December 7, 2023	Am snack Lunch Pm Snack		
		Terms and Conditions: 1. AM & PM Snacks: either of these: Spaghetti with sliced bread/pansit bihon w/ bread/cheese and ham sandwich/bread w/ pineapple filling/tuna sandwich /carbonara, lomi w/ sliced bread and any fresh fruit juice			
		 2. lunch: 3 dishes (meat/fish/chicken, vegetables, dessert, (macaroni or fruit salad) drinks should be fresh and plant based 			
		 3. with free-flowing coffee and coffee drinks 4. on site delivery TOTAL 			

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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	