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| PR# 2024-0379 |

January 29, 2024

Date

**REQUEST FOR QUOTATION**

2024-117

(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 **manually 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**.
7. DEADLINE FOR SUBMISSION OF BIDS: **February 5, 2024 at 1:00 pm.**
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: March 21-22, 2024; April 24-25, 2024; October 23-24, 2024
13. Delivery point: Province of Capiz
14. The period of submission of the following documents are as follows:

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| **Document** | **Submission Period\*** |
| Certified True Copy of Valid  **Mayor’s/Business Permit** | Should be submitted upon submission of Request for 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) |

1. 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. 2024-0379 ABC: Php 102,900.00 End-User: LEAH GAY V. VELOSO**

**Solicitation No. 2024-74 Contact No. 320-1227**

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| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Unit** | **Item Description** | **Meals** | **Unit Price** | **Total** |
|  |  | Procurement of Food and Accommodation of Various Activities in the Province of Capiz |  |  |  |
|  |  | **A.ESTABLISHMENT OF KADIWA STORE, MARCH 21-22, 2024** |  |  |  |
| 6 | pax | Day 1 | Lunch Dinner Lodging |  |  |
| 25 | pax | Day 2 | AM Snacks Lunch PM Snacks |  |  |
|  |  | **B.MARKET MATCHING/ LINKAGES/ B2B MEETING/ MARKET SCANNING, APRIL 24-25, 2024, ROXAS CITY, CAPIZ** |  |  |  |
| 25 | Pax | Day 1 | AM Snacks Lunch PM Snacks |  |  |
| 25 | pax | Day 2 | AM Snacks Lunch PM Snacks |  |  |
|  |  | **C. MARKET MATCHING FOR ORGANIC PRODUCTS, October 23-24, 2024, Roxas City, Capiz** |  |  |  |
| 20 | pax | Day 1 | AM Snacks Lunch PM Snacks  Dinner Lodging |  |  |
| 20 | pax | Day 2 | AM Snacks Lunch PM Snacks |  |  |
| Terms and Conditions: | | -Accommodation/ rooms with good air conditioning and NO BED SHARING; and preferably DOT Accredited -with free water dispenser/ coffee/ tea or choco drink -with AM/PM Snacks and Lunch packed and delivered as per requested -with good water supply, spacious parking area and strong wifi connection | |  |  |
|  |  | **TOTAL** |  |  |  |

For the Bids and Awards Committee:

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**MS. HUSSEIN A. DEROTAS ATTY. ROLIN M. ASUNCION**

GEPS Posted**/**DA Website/ Head, BAC Secretariat

1 conspicuous place

**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.

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| --- | --- | --- | --- | --- |
| 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 |