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|  PR# 2024-0384 |

 January 24, 2024

 Date

**REQUEST FOR QUOTATION**

2023-116

(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: **January 31, 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: April 23 & 24, 2024
13. Delivery point: Antique, Aklan, Capiz, Dumanggas and Iloilo City
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. 2024-0384 ABC: Php 90,000.00 End-User: LEAH GAY V. VELOSO**

**Solicitation No. 2023-73 Contact No.**

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| --- | --- | --- | --- | --- |
| **Quantity** | **Unit** | **Item Description** | **Unit Price** | **Total** |
|  |  | **Procurement of Vehicle Rental during the conduct of Regional Agri-Aqua Trade Fair and Exhibits (ASPIRE) 2024 in the Province of Capiz** |  |  |
|  |  | **April 23, 2024** |  |  |
| 1 | Unit | Pick up at San Jose, Antique to designated hotel, Roxas City, Capiz |  |  |
| 1 | Unit | Pick up at the Prov. Capitol, Kalibo, Aklan to designated hotel, Roxas City, Capiz |  |  |
| 1 | Unit | Pick up at Parola, Iloilo to designated hotel, Roxas City, Capiz |  |  |
| 1 | Unit | Pick Up at Dumanggas Pier (for Neg. Occ. Exhibitors), Iloilo to designated hotel, Roxas City, Capiz |  |  |
| 1 | Unit | Pick up at the Prov. Capitol, Iloilo City to designated hotel, Roxas City, Capiz |  |  |
| 1 | unit | Pick up at the identified Municipal Offices, Capiz to designated hotel, Roxas City |  |  |
|  |  | **April 29, 2024** |  |  |
| 1 | Unit | Pick up at designated Hotel Roxas City, Capiz – San Jose, Antique |  |  |
| 1 | Unit | Pick up at designated Hotel Roxas City, Capiz to Kalibo Aklan |  |  |
| 1 | Unit | Pick up at designated Hotel, Roxas City, Capiz to Parola, Iloilo |  |  |
| 1 | Unit | Pick up at designated Hotel, Roxas City, Capiz to Dumanggas Pier, Iloilo (for Neg. Occ. Exhibitors) |  |  |
| 1 | Unit | Pick up at designated Hotel, Roxas City, Capiz to Prov. Capitol, Iloilo City |  |  |
| 1 | unit | Pick up at the designated hotel, Roxas City, Capiz to Municipal Offices, Capiz |  |  |
| Terms and Conditions | TERMS OF REFERENCE:\* including driver and fuel\* seating capacity, at least 5 passengers with baggage’s (products and other materials for exhibits)\* pick up time @ designated place upon confirmation of Provincial Coordinators |  |  |
|  |  | **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 |