

**January 30, 2024**  
Date

**REQUEST FOR QUOTATION**  
2023-207  
(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 6, 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: February 13-16, 2024

13.

Delivery point: Regional Soils Laboratory Office, Parola, Iloilo City

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 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)	

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.

PR No. 2024-0534  
 Solicitation No. 2023-146

ABC: Php 60,000.00

End-User: LORIE D. DEASIS  
 Contact No.

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of supply and delivery of food and catering services for the conduct of Updating on the Different Guidelines and Protocols on National Soils Health Program at the Regional Level on February 13-16, 2024 in Iloilo City			
21	Pax	February 13, 2024	Am snack Lunch Pm snack		
4	Pax	February 13, 2024	Breakfast dinner		
21	Pax	February 14, 2024	Am snack Lunch Pm snack		
4	Pax	February 14, 2024	Breakfast dinner		
21	Pax	February 15, 2024	Am snack Lunch Pm snack		
4	Pax	February 15, 2024	Breakfast dinner		
21	Pax	February 16, 2024	Am snack Lunch Pm snack		
4	Pax	February 16, 2024	Breakfast dinner		
		Terms and Conditions: Meals: 3 dishes (meat, fish, vegetables, dessert and drinks) *foods/meals to be served on time *provision of water dispenser and free flowing coffee and hot choco *standby and on call food server/waiter			
		<b>TOTAL</b>			

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