

January 31, 2024
Date

REQUEST FOR QUOTATION
2023-209
(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: February 7, May 9, August 8, November 14, 2024
13. Delivery point: DA R4D Conference Room, WESVIARC, Hamungaya, Jaro, 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. 2024-0570

ABC: Php 60,000.00

End-User: ZARLINA B. CUELLO

Solicitation No. 2023-148

Contact No.

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of supply and delivery of catering services for the conduct of GEPS Quarterly Meeting			
25	Pax	1 st Quarter Meeting February 7, 2024	Am snack Lunch Pm snack		
25	Pax	2 nd Quarterly Meeting May 9, 2024	Am snack Lunch Pm snack		
25	Pax	3 rd Quarterly Meeting August 8, 2024	Am snack Lunch Pm snack		
25	Pax	4 th Quarterly Meeting November 14, 2024	Am snack Lunch Pm snack		
		<p>Terms and Conditions: AM Snacks: either of these: creamy carbonara with toasted bread and lemonade/pancit bihon with bread and coke / hamburger with fries and calamansi with fries and calamansi juice/siopao and orange juice Lunch: Either of these: plain rice, fried chicken, karne frita, chopsuey, fruit salad, coke/plain rice, sweet and sour fish fillet, pork afritada, pinakbet, brownies, coke/plain rice, chicken curry, lumpia shanghai, chopsuey, buko pandan salad, coke/plain rice, fried chicken, beef with broccoli, stir fried vegetables, crema de fruta Pm snacks: either of these: pancit bihon with bread and calamansi juice/ham and cheese sandwich with chips and orange juice/baked mac with bread and C2/spaghetti wioth toasted bread and lemonade With standby coffee or chocolate drinks throughout the activity</p>			

		Availability of hot and cold water With candies and nuts serve during the activity			
		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