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| PR# 2024-0765 |

February 29, 2024

Date

**REQUEST FOR QUOTATION**

2024-345

(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: **March 4, 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 19-20, 2024
13. Delivery point: 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. 2024-0765 ABC: Php 98,000.00 End-User: ZARLINA B. CUELLO**

**Solicitation No. 2024-244 Contact No.**

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| --- | --- | --- | --- | --- | --- |
| **Quantity** | **Unit** | **Item Description** | **Meals** | **Unit Price** | **Total** |
|  |  | Procurement of Supply and Delivery of Catering Services for the conduct of Gender and Development (GAD) in advocacy for Equity, Diversity, and Inclusion in Celebration of the International Month of Women |  |  |  |
| 70 | pax | March 19, 2024 | AM Snacks Lunch  PM Snacks |  |  |
| 70 | pax | March 20, 2024 | AM Snacks Lunch  PM Snacks |  |  |
|  | **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 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 with toasted bread and lemonade | | |  |  |
|  | \*with standby coffee or chocolate drinks throughout the activity \*availability of hot and cold water \*with candies and nuts serve during the activity \*provide design & backdrop | | |  |  |
|  |  | **TOTAL** |  |  |  |

For the Bids and Awards Committee:

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**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.

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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 |