

**REQUEST FOR QUOTATION**  
 2023-463  
 (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: April 22, 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: **May to June 2024**
13. Delivery point: **Iloilo City**
14. The period of submission of the following documents are as follows:

Document	Submission Period*
Certified True Copy of Valid <b>Mayor's/Business Permit</b>	Should be submitted upon submission of Request for Quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)	
<b>Omnibus Sworn Statement</b> (for ABC above Php 50,000.00)	
<b>Income Tax Return</b> (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. 2024-0921      ABC: Php 198,000.00  
 Solicitation No. 2024-344

End-User: JOSEPHINE B. BERTE  
 Contact No. 337-2586

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of Supply and Delivery of Catering Services for the conduct of ManCom/ExeCom Meeting for the month of May to June 2024			
45	pax	May to June 2024 ManCom (8 days)	Snacks Lunch		
		Terms and Conditions: 1. Food/meals to be served on time (Snacks and Lunch) 2. Should be buffet style during meals 3. With free-flowing BREWED coffee and chocolate drink for the entire activity 4. With water station (hot and cold) 5. Dining utensil (plate, spoon & fork, etc.) should not be plastic/ disposable 6. Menu: AM/PM Snacks: <ul style="list-style-type: none"> <li>• Arroz Caldo/ Sandwich/Burger/Pasta (PM Snack should be packed)</li> </ul> Lunch: <ul style="list-style-type: none"> <li>• 1 dish for pork/beef</li> <li>• 1 dish for seafood</li> <li>• 1 dish for chicken</li> <li>• 1 dish for vegetable</li> <li>• Soup</li> <li>• Rice</li> <li>• Dessert</li> <li>• Canned drinks (soda or plant-based juices) and bottled water</li> </ul>			
		<b>TOTAL</b>			

For the Bids and Awards Committee:

\_\_\_\_\_  
**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