

May 29, 2024  
Date

**REQUEST FOR QUOTATION**  
2023-622  
(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: June 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: as stated at the description
13. Delivery point: PAFC-Antique at San Jose, Antique; MAFCs at respective Office of Municipal Agriculturist/ FITS Center/ MAFC Office
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. 2024-0062 TF**  
**Solicitation No. 2024-424**

**ABC: Php 167,500.00**

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

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of Catering Services during the conduct of PAFC-Antique and seven (7) its MAFCs: Anini-y, Hamtic, Libertad, San Remigio, San Jose, Sibalom and Tibiao Meetings for CY 2024			
		<b>PAFC-Antique Meeting</b>			
30	pax	July 17, 2024 (Consultative)	AM Snack Lunch PM Snack		
30	pax	June 28, 2024 (Sectoral and ExeCom)	AM Snack Lunch		
15	pax		PM Snack		
30	pax	August 9, 2024 (Sectoral and ExeCom)	AM Snack Lunch		
15	pax		PM Snack		
30	pax	September 6, 2024 (Sectoral and ExeCom)	AM Snack Lunch		
15	pax		PM Snack		
40	pax	November 13, 2024 (Consultative)	AM Snack Lunch PM Snack		
		<b>MAFC-Anini-y Meeting</b>			
25	pax	June 25, 2024	PM Snack		
25	pax	August 6, 2024	PM Snack		
25	pax	September 3, 2024	PM Snack		
25	pax	November 5, 2024	PM Snack		
		<b>MAFC-Hamtic Meeting</b>			
40	pax	June 24, 2024	AM Snack		
40	pax	August 5, 2024	AM Snack		
40	pax	September 2, 2024	AM Snack		
40	pax	November 4, 2024	AM Snack		
		<b>MAFC-Libertad Meeting</b>			
25	pax	June 26, 2024	AM Snack		
25	pax	August 7, 2024	AM Snack		
25	pax	September 4, 2024	AM Snack		
25	pax	November 6, 2024	AM Snack		
		<b>MAFC-San Jose Meeting</b>			
25	pax	June 27, 2024	PM Snack		
25	pax	August 8, 2024	PM Snack		
25	pax	September 5, 2024	PM Snack		
25	pax	November 7, 2024	PM Snack		
		<b>MAFC-San Remigio Meeting</b>			
25	pax	June 27, 2024	AM Snack		
25	pax	August 8, 2024	AM Snack		
25	pax	September 5, 2024	AM Snack		
25	pax	November 7, 2024	AM Snack		
		<b>MAFC-Sibalom Meeting</b>			
25	pax	June 25, 2024	PM Snack		
25	pax	August 6, 2024	PM Snack		
25	pax	September 3, 2024	PM Snack		
25	pax	November 5, 2024	PM Snack		
		<b>MAFC-Tibiao Meeting</b>			
25	pax	June 26, 2024	PM Snack		
25	pax	August 7, 2024	PM Snack		
25	pax	September 4, 2024	PM Snack		
25	pax	November 6, 2024	PM Snack		

		<b>Terms and Conditions:</b> 1. Supplier from the Province of Antique 2. Food is prepared within the day 3. Packed snacks 4. Lunch consists of rice, viand (vegetables and fried/ grilled meat/ fish) and drinks			
		<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