



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
Hamungaya, Brgy. Buntatala, Jaro, Iloilo City
westernvisayas@mail.da.gov.ph | (033) 336-4221

PR# 2024-1264

July 10, 2024
Date

REQUEST FOR QUOTATION
2024--744
(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: July 15, 2024 at 5:00 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: Please see description
13. Delivery point: CERRMS Conference Room, DA Field Operation Division, 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. 2024-1264

ABC: Php 151,250.00

End-User: ESTER RUTH F. TORREVERDE

Solicitation No. 2024-487

Contact No.

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of Catering Services for the conduct of Field Operations Division Bi-Monthly Regular Meeting			
25	pax	July 23, 2024	AM Snacks Lunch		
25	pax	August 12, 2024	AM Snacks Lunch		
25	pax	August 26, 2024	AM Snacks Lunch		
25	pax	September 9, 2024	AM Snacks Lunch		
25	pax	September 23, 2024	AM Snacks Lunch		
25	pax	October 8, 2024	AM Snacks Lunch		
25	pax	October 22, 2024	AM Snacks Lunch		
25	pax	November 12, 2024	AM Snacks Lunch		
25	pax	November 26, 2024	AM Snacks Lunch		
25	pax	December 10, 2024	AM Snacks Lunch		
25	pax	December 17, 2024	AM Snacks Lunch		
		Terms and Conditions: 1. Food must be delivered on time at the venue. 2. Must provide free flowing water, coffee and choco during the entire assembly duration aside from drinks included in the meal and snacks package.			
		TOTAL			



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For the Bids and Awards Committee:

REIN T. OROCIO
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