

August 14, 2024  
Date

**REQUEST FOR QUOTATION**  
2024-731  
(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: August 21, 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: within stated Venue
13. Delivery point: September - October 2024
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. 2024-1235**

**ABC: Php 525,000.00**

**End-User: RYAN V. RASGO**

**Solicitation No. 2024-483**

**Contact No.**

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of Catering Services for the Conduct of Training on Organic Fertilizer and Botanical Pesticide Preparation			
		<b>LOT 1 - ABC (Php 210,000.00)</b> <b>Venue: Pototan &amp; Tubungan, Iloilo</b> <b>Date: September-October 2024</b>			
		<b>Pototan - 1<sup>st</sup> Batch (September 2-6, 2024)</b>			
35	pax	September 2, 2024	AM Snack Lunch PM Snack		
35	pax	September 3, 2024	AM Snack Lunch PM Snack		
35	pax	September 4, 2024	AM Snack Lunch PM Snack		
35	pax	September 5, 2024	AM Snack Lunch PM Snack		
35	pax	September 6, 2024	AM Snack Lunch PM Snack		
		<b>Tubungan - 2<sup>nd</sup> Batch (September 9-13, 2024)</b>			
35	pax	September 9, 2024	AM Snack Lunch PM Snack		
35	pax	September 10, 2024	AM Snack Lunch PM Snack		
35	pax	September 11, 2024	AM Snack Lunch PM Snack		
35	pax	September 12, 2024	AM Snack Lunch PM Snack		
35	pax	September 13, 2024	AM Snack Lunch PM Snack		
		<b>LOT 2 - ABC (Php 105,000.00)</b> <b>Kabankalan, Neg. Occ. - 4<sup>th</sup> Batch</b> <b>(September 16-20, 2024)</b>			
35	pax	September 16, 2024	AM Snack Lunch PM Snack		
35	pax	September 17, 2024	AM Snack Lunch PM Snack		
35	pax	September 18, 2024	AM Snack Lunch PM Snack		
35	pax	September 19, 2024	AM Snack Lunch PM Snack		
35	pax	September 20, 2024	AM Snack Lunch PM Snack		
		<b>LOT 3 - ABC (Php 105,000.00)</b> <b>Dao, Capiz - 3<sup>rd</sup> Batch</b> <b>(September 23-27, 2024)</b>			
35	pax	September 23, 2024	AM Snack Lunch PM Snack		

35	pax	September 24, 2024	AM Snack Lunch PM Snack		
35	pax	September 25, 2024	AM Snack Lunch PM Snack		
35	pax	September 26, 2024	AM Snack Lunch PM Snack		
35	pax	September 27, 2024	AM Snack Lunch PM Snack		
		<b>LOT 4 - ABC (Php 105,000.00) New Washington, Aklan - 4<sup>th</sup> Batch (October 7-11, 2024)</b>			
35	pax	October 7, 2024	AM Snack Lunch PM Snack		
35	pax	October 8, 2024	AM Snack Lunch PM Snack		
35	pax	October 9, 2024	AM Snack Lunch PM Snack		
35	pax	October 10, 2024	AM Snack Lunch PM Snack		
35	pax	October 11, 2024	AM Snack Lunch PM Snack		
		Terms and Conditions: 1. Food must be pack and delivered on time 2. Provide cups for coffee and hot choco 3. Provide extra water			
		<b>TOTAL</b>			

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