

August 12, 2024  
Date

**REQUEST FOR QUOTATION**  
2024-912  
(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 19, 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: **August 27-29, 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. 2024-1556**

**ABC: Php 92,400.00**

**End-User: ATTY. ROLIN M. ASUNCION**

**Solicitation No. 2024-592**

**Contact No.**

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Provision for Catering Services during the conduct of Write Shop for the Crafting of CY 2023 Annual Report			
44	pax	August 27, 2024	AM Snack Lunch PM Snacks		
44	pax	August 28, 2024	AM Snack Lunch PM Snacks		
44	pax	August 29, 2024	AM Snack Lunch PM Snacks		
Terms and Conditions:		<ol style="list-style-type: none"> <li>1. Food/ meals to be served on-time (snacks and lunch).</li> <li>2. The set-up should be buffet style during meal time.</li> <li>3. With free-flowing brewed coffee/ chocolate drink for the entire activity.</li> <li>4. Dining utensils e.g. plated, spoon and fork, etc. should not be disposable.</li> <li>5. With designated water station (hot and cold).</li> <li>6. Menu:               <ul style="list-style-type: none"> <li>• AM/ PM Snacks: Arroz Caldo/ Sandwich/ Burger/ Pasta (PM Snack should be packed).</li> <li>• Lunch: 1 dish for pork/ beef, seafood, vegetable, soup, rice &amp; dessert; Canned drinks (soda or plant-based juices) and bottled water.</li> </ul> </li> </ol>			
		<b>TOTAL</b>			

For the Bids and Awards Committee:

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**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