



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
 Regional Project Coordination Office 6
 Parola, Iloilo City 5000, Philippines
rpco6@yahoo.com / rpco6.prdp@gmail.com | (033) 320-1012 / 320-3545 | prdp.da.gov.ph
 Enabling Communities. Expanding Opportunities.

August 21, 2024

**REQUEST FOR QUOTATION
 SHOPPING**

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 PRDP RPCO 6 BAC's official canvass 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 alternation 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. The **brand** name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
7. Price quotation(s) submitted shall be valid **NINETY (90) days** from the deadline of submission of quotations.
8. Terms of payment within – FIFTEEN (15) days after inspection and acceptance and shall be made through checks.
9. Sealed Quotation(s)/proposal(s) shall be submitted to the Office of the Procurement Unit RPCO 6, Dormitory Building, Department of Agriculture-WESVIARC, Hamungaya, Buntatala, Jaro, Iloilo City. Online or electronic submission should be password protected and send to rpco6proc@gmail.com.
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: August 28, 2024, 12:00 nn.**
12. Validity of stocks: 90 days
13. Delivery period: on the date stipulated herein.
14. Delivery point: Province of Antique
15. The period of submission of the following documents are as follows:

Document	
Certified True copy of Valid Mayor's/Business Permit	The supplier must submit the 2 documents during the submission of quotation
Certified True Copy of PhilGEPS Registration Number (Red or Platinum)	
*Non-submission of any or all documentary requirements shall disqualify the lowest offer from award and the BAC shall proceed to evaluate the next lower offer.	

16. 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.: 2024-1570 **EPC:** Php 153,750.00 **End-User:** PRDP RPCO 6
Solicitation No.: PRDP-RPCO-006-GS-022-24



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Food and Accommodation					
25	Pax	Food and Accommodation for the conduct of Business Planning Workshop and Strategic Planning Writeshop on October 2-5, 2024 in the Province of Antique Day 1 – AM Snacks, Lunch, PM Snacks, Dinner and Lodging		<hr/> AM Snacks <hr/> Lunch <hr/> PM Snacks <hr/> Dinner <hr/> Lodging	
25	Pax	Day 2- Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and Lodging		<hr/> Breakfast <hr/> AM Snacks <hr/> Lunch <hr/> PM Snacks <hr/> Dinner <hr/> Lodging	
25	Pax	Day 3- Breakfast, AM Snacks, Lunch, PM Snacks, Dinner and Lodging		<hr/> Breakfast <hr/> AM Snacks <hr/> Lunch <hr/> PM Snacks <hr/> Dinner <hr/> Lodging	
25	Pax	Day 4- Breakfast, AM Snacks		<hr/> Breakfast <hr/> AM Snacks	



*Masaganang Agrikultura,
Mawlaad na Ekonomiya*

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	<p>Terms and Conditions:</p> <ol style="list-style-type: none"> 1. Venue must be comfortable for the pax preferably air conditioned and venue can accommodate twice the total pax requirement 2. Room must be comfortable, room, room sharing: Triple to quad sharing preferably individual bed. 3. White board pen with eraser, functioning A/V equipment (project and screens), sound system and wireless microphone (3) high-speed reliable internet at least four to five extension cord, Philippine flag, free printing of backdrop/tarpaulin at 6 by 5 ft, free flowing brewed coffee, tea, choco drinks 4. Free usage of venue from 8AM to 7PM 5. Provision of secretariat table near the door 			
Total				

FOR THE BIDS AND AWARDS COMMITTEE

MICHELLE R. OLIPENDO

GEPS Posted/DA Website/1 conspicuous place

JOSEPH MARIO D. LLAMAS

Procurement Unit Head

Submission of RFQ	Signature over printed name
RFQ to be collected on	
RFQ to be submitted by supplier before deadline	



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The DA RFO VI
Bids and Awards Committee
WESVIARC, Brgy. Buntatala
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 specifications any or all said articles described above within date stipulated herein

Signature over Printed Name

Registered Name of Company

Tax Identification No.

Telephone number(s)

Address

E-mail Address

Date Accomplished