



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
 Regional Project Coordination Office 6  
 Parola, Iloilo City 5000, Philippines  
[rpco6@yahoo.com](mailto:rpco6@yahoo.com) / [rpco6.prdp@gmail.com](mailto:rpco6.prdp@gmail.com) | (033) 320-1012 / 320-3545 | [prdp.da.gov.ph](http://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](mailto: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 Aklan
15. The period of submission of the following documents are as follows:

Document	
Certified True copy of Valid <b>Mayor's/Business Permit</b>	The supplier must submit the 2 documents during the submission of quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (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.:** 2024-1571 **EPC:** Php 153,750.00 **End-User:** PRDP RPCO 6  
**Solicitation No.:** PRDP-RPCO-006-GS-023-24



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
<b>Procurement of Food and Accommodation</b>					
25	Pax	<b>Food and Accommodation</b> for the conduct of Business Planning Workshop and Strategic Planning Writeshop on September 24-27, 2024 in the Province of Aklan 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><b>Terms and Conditions:</b></p> <ol style="list-style-type: none"> <li>1. Venue must be comfortable for the pax preferably air conditioned and venue can accommodate twice the total pax requirement</li> <li>2. Room must be comfortable, room, room sharing: Triple to quad sharing preferably individual bed.</li> <li>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</li> <li>4. Free usage of venue from 8AM to 7PM</li> <li>5. Provision of secretariat table near the door</li> </ol>			
<b>Total</b>				

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