

February 13, 2025
Date

REQUEST FOR QUOTATION
2025-210
(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: **February 17, 2025 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: **as stated at the description**
13. Delivery point: **DA-WESVIARC, Hamungaya, Jaro, 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. 2025-0406

Solicitation No. 2025-146

ABC: Php 150,000.00

End-User: EMAN S. FERNANDEZ

Contact No.

| Quantity | Unit | Item Description | Meals | Unit Price | Total |
|-----------------------|------|---|---------------------------------|------------|-------|
| | | Procurement of Food for the Conduct of PAFES RTWG Monthly Meeting | | | |
| 25 | pax | February 26, 2025 | AM Snacks Lunch PM snacks | | |
| 25 | pax | March 18, 2025 | AM Snacks Lunch PM snacks | | |
| 25 | pax | May 13, 2025 | AM Snacks Lunch PM snacks | | |
| 25 | pax | June 10, 2025 | AM Snacks Lunch PM snacks | | |
| 25 | pax | July 8, 2025 | AM Snacks Lunch PM snacks | | |
| 25 | pax | August 12, 2025 | AM Snacks Lunch PM snacks | | |
| 25 | pax | September 9, 2025 | AM Snacks Lunch PM snacks | | |
| 25 | pax | October 14, 2025 | AM Snacks Lunch PM snacks | | |
| Terms and Conditions: | | 1. Food will be served fresh and on time as scheduled. 2. Can provide separate meals for participants with food preference (HALAL) and those with allergy to specific food if needed. 3. The set-up should be buffet style during meals. 4. With free-flowing brewed coffee/chocolate drink for the entire activity. 5. With water station. 6. Dining utensils (plate, spoon & fork, etc.) should not be plastic/ disposable | | | |
| | | TOTAL | | | |

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.

| | | |
|--|---------------------------------------|--|
| <div>Signature over Printed Name</div> | <div>Registered Name of Company</div> | <div>Tax Identification Number</div> <div>(Indicate VAT or non-VAT registered)</div> |
| <div>Address</div> | <div>Contact number(s)</div> | <div>E-mail Address</div> |
| <div>Banking Institution</div> | <div>Branch</div> | <div>Account Name</div> |
| <div>Account Number</div> | | <div>Date Accomplished</div> |