



Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
 Parola, Fort San Pedro, Iloilo City
 procurement@wv.da.gov.ph | (033) 320-2373

PR# 2025-0654

March 24, 2025
 Date

REQUEST FOR QUOTATION
 2025-399
 (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, BAC Secretariat Office, 3rd Floor Regional Field Office 6, Parola, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission**.
7. **DEADLINE FOR SUBMISSION OF BIDS: March 27, 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: **April to June 2025**
13. Delivery point: **Iloilo City, Province of Iloilo, Capiz and Antique**
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. 2025-0654

ABC: Php 334,800.00

End-User: ATTY ROLIN M. ASUNCION

Solicitation No. 2025-273

Contact No.

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Provision for Catering Services for the conduct of ManCom/ExeCom Meeting for the Second Quarter of 2025			
45	pax	Second Quarter of 2025 ManCom/ExeCom (12 days)	Snack Lunch		
		Terms and Conditions: 1. Food/ meals to be served on time (Snacks and Lunch) 2. Should be buffet style during meals 3. With free-flowing BREWED coffee and chocolate drink for the entire activity 4. With water station (hot and cold) 5. Dining utensils (plate, spoon & fork, etc) should not be plastic/ disposable			
		TOTAL			



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For the Bids and Awards Committee:

REIN T. OROCIO
Head, BAC Secretariat

DA WESTERN VISAYAS
Bids and Awards Committee
Regional Field Office 6,
Parola, 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