



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.

March 12, 2025

**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: March 19, 2025, 12:00 nn.**
12. Validity of stocks: N/A
13. Delivery period: on the various dates stipulated herein.
14. Delivery point: Iloilo City; Negros Occidental; Guimaras
15. 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	

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.: 2025-0018TF **EPC:** lot1. Php 1,066,990.00; lot2. Php122,410.00; lot3. Php33,270.00
End-User: PRDP RPCO 6 – IREAP, IBUILD, ISUPPORT AND IPLAN COMPONENT
Solicitation No.: PRDP-RPCO-006-GS-09-25-AF2



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
PROCUREMENT OF FOOD, VENUE AND ACCOMMODATION FOR THE VARIOUS RPCO 6 ACTIVITIES BY LOT (IREAP, IBUILD, ISUPPORT AND IPLAN COMPONENT)					
		LOT 1. PROCUREMENT OF FOOD, VENUE, AND ACCOMMODATION OF VARIOUS ACTIVITIES IN ILOILO CITY			
A. [IREAP] RPCO-PPMIU IREAP 1st Quarter Coordination Meeting (April 1-2, 2025)					
24	pax	Day 1 - AM Snacks, Lunch, & PM Snacks		<hr/> AM Snacks <hr/> Lunch <hr/> PM Snacks	
15	pax	Day 1 - Dinner and Lodging		<hr/> dinner <hr/> lodging	
15	pax	Day 2 – Breakfast		<hr/> Breakfast	
24	pax	Day 2 - AM Snacks and Lunch		<hr/> AM Snacks <hr/> Lunch	
SUB TOTAL:					
A. [IREAP] RPCO-PPMIU IREAP 2nd Quarter Coordination Meeting (June 10-11, 2025)					
24	pax	Day 1 - AM Snacks, Lunch, & PM Snacks,		<hr/> AM Snacks <hr/> Lunch <hr/> PM Snacks	



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15	pax	Day 1 - Dinner and Lodging		Dinner	
				Lodging	
15	pax	Day 2 – Breakfast		Breakfast	
24	pax	Day 2 - AM Snacks and Lunch		AM Snacks	
				Lunch	
SUB TOTAL:					
B. [IREAP] Integrated Branding, Communication, and Selling Skills Enhancement for PRDP FCAs (May 5-7, 2025)					
27	pax	Day 1 - AM Snacks, Lunch, PM Snacks, Dinner, & Lodging		AM Snacks	
				Lunch	
				PM Snacks	
				Dinner	
				Lodging	
27	pax	Day 2 - Breakfast, AM Snacks, Lunch, PM Snacks, Dinner, & Lodging		Breakfast	
				AM Snacks	
				Lunch	
				PM Snacks	
				Dinner	
				Lodging	



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27	pax	Day 3 – Breakfast		Breakfast	
SUB TOTAL:					
C. [IREAP] Project Management and Monitoring Training (March 24-25, 2025)					
25	Pax	Day 1 - AM Snacks, Lunch, PM Snacks, Dinner, & Lodging		AM Snacks Lunch PM Snacks Dinner Lodging	
25	pax	Day 2 - Breakfast, AM Snacks, Lunch, & PM Snacks		Breakfast AM Snacks Lunch PM Snacks	
SUB TOTAL:					
D. [IREAP] Climate Change Adaptation and Mitigation for FCAs (April 29-30, 2025)					
25	Pax	Day 1 - AM Snacks, Lunch, PM Snacks, Dinner, & Lodging		AM Snacks Lunch PM Snacks Dinner Lodging	



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25	Pax	Day 2 - Breakfast, AM Snacks, Lunch, & PM Snacks		<hr/> Breakfast <hr/> <hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/>	
SUB TOTAL:					
E. [IREAP] Records and Information Management on May 20-21, 2025					
20	Pax	Day 1 - AM Snacks, Lunch, PM Snacks, Dinner, and Lodging		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/> <hr/> Dinner <hr/> <hr/> Lodging <hr/>	
20	Pax	Day 2 - Breakfast, AM Snacks, and Lunch		<hr/> Breakfast <hr/> <hr/> AM Snacks <hr/> <hr/> Lunch <hr/>	
SUB TOTAL:					
F. [IREAP] Formulation and Enhancement of Enterprise Operations Manual on April 23-25, 2025					
20	Pax	Day 1 - AM Snacks, Lunch, PM Snacks, Dinner, and Lodging		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/> <hr/> Dinner <hr/> <hr/> Lodging <hr/>	



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20	Pax	<i>Day 2 - Breakfast, AM Snacks, Lunch, PM Snacks, Dinner, and Lodging</i>		<hr/> Breakfast <hr/> <hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/> <hr/> Dinner <hr/> <hr/> Lodging <hr/>	
20	Pax	<i>Day 3 - Breakfast, AM Snacks, and Lunch</i>		<hr/> Breakfast <hr/> <hr/> AM Snacks <hr/> <hr/> Lunch <hr/>	
SUB TOTAL:					
G. [IREAP] Meeting Decorum and Effective Presiding on March 27-28, 2025					
20	Pax	<i>Day 1 - AM Snacks, Lunch, PM Snacks, Dinner, and Lodging</i>		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/> <hr/> Dinner <hr/> <hr/> Lodging <hr/>	
20	Pax	<i>Day 2 - Breakfast, AM Snacks, and Lunch</i>		<hr/> Breakfast <hr/> <hr/> AM Snacks <hr/> <hr/> Lunch <hr/>	
SUB TOTAL:					



H. IBUILD Coordination Meeting (April 10-11, 2025)

35	Pax	<i>AM Snacks, Lunch, & PM Snacks</i>		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/>	
35	Pax	<i>Dinner and Lodging</i>		<hr/> Dinner <hr/> <hr/> Lodging <hr/>	
35	Pax	<i>Breakfast</i>		<hr/> Breakfast <hr/>	
35	Pax	<i>AM Snacks, Lunch, & PM Snacks,</i>		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/>	

SUB TOTAL:

I. [IBUILD] 1st Quarter Assessment, Planning Workshop CY 2025 (April 14-15, 2025)

35	pax	<i>AM Snacks, Lunch, & PM Snacks,</i>		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/>	
35	pax	<i>Dinner and Lodging</i>		<hr/> Dinner <hr/> <hr/> Lodging <hr/>	



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35	pax	Breakfast		Breakfast	
35	pax	AM Snacks, Lunch, & PM Snacks,		AM Snacks Lunch PM Snacks	
SUB TOTAL:					
J. [IPLAN] 1st Quarter RPCO-PPMIU IPLAN and MEL Coordination Meeting and LGU Module Encoding on March 26-28, 2025					
57	pax	Day 1 AM Snacks, Lunch, PM Snacks		AM Snacks Lunch PM Snacks	
25	pax	Day 1 Dinner. Lodging		Dinner Lodging	
25	Pax	Day 2 Breakfast		Breakfast	
30	pax	Day 2 AM Snacks, Lunch, PM Snacks, Dinner		AM Snacks Lunch PM Snacks Dinner	
20	Pax	Day 2 Lodging		Lodging	



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30	pax	Day 3 Breakfast, AM Snacks, Lunch, PM Snacks		Breakfast AM Snacks Lunch PM Snacks	
SUB TOTAL:					
K. [IPLAN] Post Activity Coordination Meeting with Rice KII Team on April 10, 2025					
40	pax	AM Snacks, Lunch, PM Snacks (w/ venue)		AM Snacks Lunch PM Snacks	
SUB TOTAL:					
L. [IPLAN] RAFIP Stakeholders consultation (Com Prio) on March 20-21, 2025					
40	pax	AM Snacks, Lunch, PM Snacks (w/ venue)		AM Snacks Lunch PM Snacks	
SUB TOTAL:					
TOTAL (LOT 1):					
		LOT 2. PROCUREMENT OF FOOD, VENUE, AND ACCOMMODATION OF VARIOUS ACTIVITIES IN THE PROVINCE OF NEGROS OCCIDENTAL			



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A. [IREAP] Bookkeeping and Basic Accounting for Non-Accountants (March 26-28, 2025)

21	pax	<i>AM Snacks, Lunch, PM Snacks, Dinner, and Lodging</i>		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/> <hr/> Dinner <hr/> <hr/> Lodging <hr/>	
21	pax	<i>Breakfast, AM Snacks, Lunch, PM Snacks, Dinner, and Lodging</i>		<hr/> Breakfast <hr/> <hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/> <hr/> Dinner <hr/> <hr/> Lodging <hr/>	

SUB TOTAL:

B. [IREAP] Dialogue with the Proponent Group for the Implementation of IREAP AF2 Funded Subprojects on March 25-26, 2025

35	Pax	<i>Day 1 - AM Snacks, Lunch, and PM Snacks</i>		<hr/> AM Snacks <hr/> <hr/> Lunch <hr/> <hr/> PM Snacks <hr/>	
10	Pax	<i>Day 1 - Dinner and Lodging</i>		<hr/> Lodging <hr/> <hr/> Dinner <hr/>	

SUB TOTAL:



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TOTAL (lot2)					
		LOT 3. PROCUREMENT OF FOOD, VENUE, AND ACCOMMODATION OF VARIOUS ACTIVITIES IN THE PROVINCE OF GUIMARAS			
A. [IREAP] Dialogue with the Proponent Group for the Implementation of IREAP AF2 Funded Subprojects on April 3-4, 2025					
34	Pax	Day 1 - AM Snacks, Lunch, and PM Snacks		<hr/> AM Snacks <hr/> Lunch <hr/> PM Snacks	
9	Pax	Day 1 - Dinner and Lodging		<hr/> Dinner <hr/> Lodging	
SUB TOTAL:					
TOTAL (LOT 3):					
GRAND TOTAL (Lot 1, 2 and 3)					
Provision: 1. Strong and reliable internet connection 2. Free overflowing brewed coffee (with sugar and creamer) 3. Wide area that can cover determined pax 4. Tarpaulin (Background, 1.5 x 3 meters) 5. Free use of (3) microphones, projector, and extension cord 6. Free use of venue from 6:30AM to 9:30PM					

FOR THE BIDS AND AWARDS COMMITTEE

MICHELLE R. OLIPENDO
 GEPS Posted/DA Website/1 conspicuous place

JOSEPH MARIO D. LLAMAS
 Procurement Unit Head



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

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