

April 3, 2025  
Date

**REQUEST FOR QUOTATION**  
2025-438  
(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, 3<sup>rd</sup> 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: April 10, 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: **see attached Annex**
14. The period of submission of the following documents are as follows:

Document	Submission Period*
Certified True Copy of Valid <b>Mayor's/Business Permit</b>	Should be submitted upon submission of Request for Quotation
Certified True Copy of <b>PhilGEPS Registration Number</b> (Red or Platinum)	
<b>Omnibus Sworn Statement</b> (for ABC above Php 50,000.00)	
<b>Income Tax Return</b> (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. 2025-0591**

**ABC: Php 434,999.00**

**End-User: RYAN V. RASGO**

**Solicitation No. 2025-297**

**Contact No.**

Quantity	Unit	Item Description	Meals	Unit Price	Total
		Procurement of Catering Services (See Annex for Provisions and venue)			
		<b>Lot 1 – ABC (Php 124,286.00)</b> Province of Capiz			
30	pax	Institutional Development Training for the Operation and Maintenance of Small Scale Irrigation Projects (SSIPs) (Batch 1) (3 days) Date: May 13-15, 2025			
30	pax	Institutional Development Training for the Operation and Maintenance of Small Scale Irrigation Projects (SSIPs) (Batch 2) (3 days) Date: September 23-25, 2025			
		<b>Lot 2 – ABC (Php 124,286.00)</b> Province of Iloilo			
30	pax	Institutional Development Training for the Operation and Maintenance of Small Scale Irrigation Projects (SSIPs) (Batch 1) (3 days) Date: July 8-10, 2025			
30	pax	Institutional Development Training for the Operation and Maintenance of Small Scale Irrigation Projects (SSIPs) (Batch 2) (3 days) Date: September 16-18, 2025			
		<b>Lot 3 – ABC (Php 186,429.00)</b> Province of Negros Occidental			
30	pax	Institutional Development Training for the Operation and Maintenance of Small Scale Irrigation Projects (SSIPs) (Batch 1) (3 days) Date: August 5-7, 2025			
30	pax	Institutional Development Training for the Operation and Maintenance of Small Scale Irrigation Projects (SSIPs) (Batch 2) (3 days) Date: August 12-14, 2025			

30	pax	Institutional Development Training for the Operation and Maintenance of Small Scale Irrigation Projects (SSIPs) (Batch 3) (3 days) Date: August 19-21, 2025			
Terms and Conditions:		<ol style="list-style-type: none"> <li>1. Food must be delivered on time at the venue</li> <li>2. Must provide free flowing water, coffee and hot choco during the entire training duration aside from drinks included in the meal and snacks package.</li> </ol>			
		<b>TOTAL</b>			

For the Bids and Awards Committee:

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**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