



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.

June 9, 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: June 16, 2025, 12:00 pm.**
12. Validity of stocks: N/A
13. Delivery period: on the date stipulated herein.
14. Delivery point: San Jose, Antique
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) | |
| Certified True Copy of BIR Certificate of Registration | |
| 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.: 2025-0161SU **EPC:** Php 65,600.00 **End-User:** PRDP RPCO 6-MEL Unit
Solicitation No.: PRDP-RPCO-006-GS-32-25-SU



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| QTY | UNIT | ITEM DESCRIPTION | UNIT PRICE | TOTAL PRICE |
|---|------|---|------------|-------------|
| Procurement of Food, Venue and accommodation | | | | |
| <i>Food, venue, and accommodation for Citizens Monitoring Tool Training and Activity for PRDP Scale-Up I-BUILD Subproject in the Province of Antique on September 30-October 2, 2025.</i> | | | | |
| | | Day 1 (September 30, 2025) | | |
| 22 | pax | Lunch | | |
| 22 | pax | PM Snacks | | |
| 10 | pax | Dinner | | |
| 10 | pax | Accommodation | | |
| | | Day 2 (October 1, 2025) | | |
| 10 | pax | Breakfast | | |
| 22 | pax | AM Snacks | | |
| 22 | pax | Lunch | | |
| 22 | pax | PM Snacks | | |
| 10 | pax | Dinner | | |
| 10 | pax | Accommodation | | |
| | | Day 3 (October 2, 2025) | | |
| 15 | pax | Breakfast | | |
| 10 | pax | Lunch | | |
| | | | | |
| | | | | |
| | | | | |
| | | Particulars: | | |
| | | Function Hall - Can accommodate 22 pax with complete set up of tables and chairs , airconditioned, with strong internet connection, with microphones (2-3), projector, wide screen, extension cords, free flowing coffee/tea, and tarpaulin (5x6 ft) | | |
| Total | | | | |

FOR THE BIDS AND AWARDS COMMITTEE

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

JOSEPH MARIO D. LLAMAS
 Procurement Unit Head/Bac Secretariat



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The DA RFO VI
Bids and Awards Committee
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 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