



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Regional Project Coordination Office 6  
Parola, Iloilo City 5000, Philippines  
[rpco6@yahoo.com](mailto:rpco6@yahoo.com) / [rpco6.prdp@gmail.com](mailto:rpco6.prdp@gmail.com) | (033) 320-1012 / 320-3545 | [prdp.da.gov.ph](http://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](mailto: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: Iloilo City
15. 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)	
Certified True Copy of <b>BIR Certificate of Registration</b>	
<b>Omnibus Sworn Statement</b>	

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.:** 2025-0164SU    **EPC:** Php 436,000.00    **End-User:** PRDP RPCO 6-MEL Unit  
**Solicitation No.:** PRDP-RPCO-006-GS-33-25-SU



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QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
<b>Procurement of Food, Venue and accommodation</b>				
<i>Food, venue, and accommodation for Semi Annual Performance Review on July 22-24, 2025</i>				
		<b>Day 1 (July 22, 2025)</b>		
80	pax	AM Snacks		
80	pax	Lunch		
80	pax	PM Snacks		
80	pax	Dinner		
70	pax	Accommodation		
		<b>Day 2 (July 23 2025)</b>		
80	pax	Breakfast		
80	pax	AM Snacks		
80	pax	Lunch		
80	pax	PM Snacks		
80	pax	Dinner		
70	pax	Accommodation		
		<b>Day 3 (July 24, 2025)</b>		
80	pax	Breakfast		
80	pax	AM Snacks		
80	pax	Lunch		
80	pax	PM Snacks		
		<b>Particulars:</b>		
		Function Hall - Can accommodate 80 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)		
<b>Total</b>				

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