



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: Iloilo City
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.: 2025-0168SU **EPC:** Php 149,750.00 **End-User:** PRDP RPCO 6-MEL Unit
Solicitation No.: PRDP-RPCO-006-GS-30-25-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 Annual Performance Review on December 11-12, 2025 in Iloilo City</i>				
		Day 1 (December 11, 2025)		
50	pax	AM Snacks		
50	pax	Lunch		
50	pax	PM Snacks		
50	pax	Dinner		
45	pax	Accommodation		
		Day 2 (December 12, 2025)		
50	pax	Breakfast		
50	pax	AM Snacks		
50	pax	Lunch		
		Particulars: Function Hall - Can accommodate 50 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