

PR# 2025-1012

**June 9, 2025**

Date

**REQUEST FOR QUOTATION**

2025-769

(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 the DA Western Visayas, BAC Secretariat Office, 3<sup>rd</sup> Floor Regional Office 6, Parola, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission**.
7. DEADLINE FOR SUBMISSION OF BIDS: **June 16, 2025 at 9:30 A.M.**
8. Price quotation(s) submitted shall be valid for a period of 45 days reckoned from the deadline for submission of quotations
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. 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.
11. Delivery period: **November 18-20, 2025**
12. Delivery point: **Province of Negros Occidental**
13. The Checklist of Eligibility & Technical Requirements are as follows:

<b>CHECKLIST OF ELIGIBILITY &amp; TECHNICAL REQUIREMENTS</b>	
1.	Valid PHILGEPS Registration Certificate
2.	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be procured.
3.	Original duly signed Omnibus Sworn Statement (OSS);  if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder

4. Latest income and business tax returns per Revenue Regulations 3-2005
<ul style="list-style-type: none"> <li>- If the filling of the business and income tax returns is joint as in BIR Form No. 1701, the combined tax returns must be for the ending December 31, 2024</li> <li>- If the filling is not joint as in BIR Form No. 1702, the income tax return must be for the period ending December 31, 2024 and the business tax return must cover the 4<sup>th</sup> quarter of 2024 or December 31, 2024</li> </ul>
5. Other appropriate licenses, permits and certificates as may be required, such as (refer to the purchase request): (Not Applicable)
6. Tax Clearance
7. Registration certificate from Securities and Exchange Commission (SEC) for Corp., Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document and
8. Mayors Permit

**PR No. 2025-1012**  
**Solicitation No.: 2025-429**

**End-User: ZARLINA B. CUELLO**  
**ABC: Php 1,442,500.00**

Unit	Item Description	Qty	Unit Cost	Total Cost
	<b>Procurement of Event Production Services and Food on November 18-20, 2025</b>			
<b>Package</b>	<b>Procurement of Event Production Services (including event direction, stage and entrance arch design, provision of photobooth, cultural performances-fellowship nights, promotional materials-tarpaulin, banners, food, entrance fees, etc.) During the conduct of FY 2025 National Organic Agriculture Congress (NOAC)</b>	<b>1</b>		
Unit	Item Description	Max. No. Of Pax	Unit Cost	Total Cost
	<b>Food</b>			
	<b>November 20, 2025</b>			
pax	AM Snacks	550		

pax	Lunch	550		
pax	PM Snacks	550		
pax	Dinner	550		
	<b>Terms and Conditions:</b> <ol style="list-style-type: none"> <li>1. Facilitate the necessary permits, ingress, and egress documents/ forms for approval from the mall leasing office</li> <li>2. Arrange the venue according to the specified preferences for the event</li> <li>3. Provide manpower during the setup and installation of the tarpaulin, signages, stage and sound system for the opening program</li> <li>4. Food must be delivered to venue /site</li> <li>5. Serve food and beverages to the participant</li> </ol>			
	<b>TOTAL</b>			



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE WESTERN VISAYAS**  
Parola Fort San Pedro, Iloilo City  
westernvisayas@mail.da.gov.ph|(033) 336-4221

For the Bids and Awards Committee:

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**REIN T. OROCIO**

Head, BAC Secretariat

**DA WESTERN VISAYAS**

Bids and Awards Committee  
Parola, Fort San Pedro St.,  
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.

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Signature over Printed Name

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Registered Name of Company

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Tax Identification Number  
(Indicate VAT or non-VAT registered)

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Address

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Contact number(s)

---

E-mail Address

---

Banking Institution

---

Branch

---

Account Name

---

Account Number

---

Date Accomplished



*Masaganang Agrikultura,  
Maunlad na Ekonomiya*

Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE WESTERN VISAYAS**  
Parola, Fort San Pedro St., Iloilo City  
procurement@wv.da.gov.ph | (033) 320-2373



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