



**REQUEST FOR QUOTATION
SHOPPING – SERVICES**

INSTRUCTIONS:

- 1. Bidders are required to read the instructions and fill all the blanks properly. (Please write legibly)
- 2. Prospective Bidders may submit their own quotation form in accomplishing their quotations subject to the condition that the PRDP PSO-Visayas SBAC’s official quotation form shall be filled up (with unit price and total price), signed properly and attached together with the bidder’s own quotation form.
- 3. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
- 4. Quotation(s) must include all kinds of taxes for the item(s)/service(s) listed hereunder, including other charges.
- 5. Price quotation(s) submitted shall be valid for THIRTY (30) days from the deadline for submission of quotations.
- 6. Quotation(s) shall be submitted to the Office of the Procurement Unit, PSO-Visayas, 2nd Floor Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City.
- 7. Sealed quotation shall be considered by the SBAC.
- 8. Awarding shall be done by LOT. Partial quotation(s) shall not be allowed.
- 9. **DEADLINE FOR SUBMISSION OF QUOTATIONS: June 18, 2025 at 8:00 AM**
- 10. Mandatory Requirements:
 - a. Latest/Updated Business Permit
 - b. PhilGEPS Registration Certificate
 - c. Certificate of Registration (BIR Tin)
 - d. Duly filled up and notarized Affidavit of Bidder
- 11. The **DA PRDP PSO-VISAYAS** reserves the right to accept or reject any bid/quotation, to annul the bidding/quotation process, and to reject all bids/quotation at any time prior to contract/P.O. award, without thereby incurring any liability to the affected bidder/supplier or bidders/suppliers.

PR NO.: 2025-0191 SU **EPC:** Php 96,510.00 **End-User:** I-REAP Component
Solicitation No.: PSO-VIS-GSS-031-25

Qty.	Unit	Item Description	Unit Price	Total Price
Procurement of food, venue, and accommodation for the participants during the Capacity Building (Coaching) on Bookkeeping and Financial Accounting to TAFA and PPMIU Staff of Antique to be held on July 7-11, 2025 in Antique				
Day 1 (July 7, 2025)				
20	pax	Lunch		
20	pax	PM Snack		
9	pax	Dinner		
9	pax	Accommodation		
Day 2 (July 8, 2025)				
9	pax	Breakfast		
20	pax	AM Snack		
20	pax	Lunch		
20	pax	PM Snack		
9	pax	Dinner		
9	pax	Accommodation		
Day 3 (July 9, 2025)				
9	pax	Breakfast		

Qty.	Unit	Item Description	Unit Price	Total Price
Procurement of food, venue, and accommodation for the participants during the Capacity Building (Coaching) on Bookkeeping and Financial Accounting to TAFA and PPMIU Staff of Antique to be held on July 7-11, 2025 in Antique				
15	pax	AM Snack		
15	pax	Lunch		
15	pax	PM Snack		
9	pax	Dinner		
9	pax	Accommodation		
Day 4 (July 10, 2025)				
9	pax	Breakfast		
20	pax	AM Snack		
20	pax	Lunch		
20	pax	PM Snack		
9	pax	Dinner		
9	pax	Accommodation		
Day 05 (July 11, 2025)				
9	pax	Breakfast		
Total				
Terms and Conditions: *Breakfast, Lunch, and Dinner: 3 dishes, vegetables, dessert/fruits, and drinks *Snacks: heavy snacks *Free flowing of water, Coffee, Milo, or Tea *Free use of function room, Podium, Microphones, Projector, and extension cords *With strong WiFi *With own Parking Space				

FOR THE SPECIAL BIDS AND AWARDS COMMITTEE

KELSIE G. ARCANGEL
PhilGEPS Posted

IUVIRESA M. MECHA
Canvasser

ENGR. ROLAND L. TABOADA
SBAC Secretariat

The PSO-Visayas Bids and Awards Committee
2nd Floor Iloilo Sports Complex, Magsaysay Village, Lapaz, 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

Date Accomplished