



May 30, 2025

**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, 2<sup>nd</sup> 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 6, 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.:** 2025-0176 SU                      **EPC:** Php 178,000.00                      **End-User:** I-REAP Component  
**Solicitation No.:** PSO-VIS-GSS-027-25

Qty.	Unit	Item Description	Unit Price	Total Price
<b>Procurement of food, venue, accommodation for the participants during the Capacity Building Coaching on Bookkeeping and Financial Accounting to Proponent Groups and PPMIU Staff of Negros Occidental to be held on June 10-13, 2025 in Negros Occidental</b>				
<b>Day 1 (June 10, 2025)</b>				
25	pax	AM Snack		
25	pax	Lunch		
25	pax	PM Snack		
25	pax	Dinner		
25	pax	Accommodation		
<b>Day 2 (June 11, 2025)</b>				
25	pax	Breakfast		
25	pax	AM Snack		
25	pax	Lunch		
25	pax	PM Snack		
25	pax	Dinner		
25	pax	Accommodation		

Qty.	Unit	Item Description	Unit Price	Total Price
<b>Procurement of food, venue, accommodation for the participants during the Capacity Building Coaching on Bookkeeping and Financial Accounting to Proponent Groups and PPMIU Staff of Negros Occidental to be held on June 10-13, 2025 in Negros Occidental</b>				
<b>Day 3 (June 12, 2025)</b>				
25	pax	Breakfast		
25	pax	AM Snack		
25	pax	Lunch		
25	pax	PM Snack		
25	pax	Dinner		
25	pax	Accommodation		
<b>Day 4 (June 13, 2025)</b>				
17	pax	Breakfast		
<b>Total</b>				
<b>Terms and Conditions:</b> *Lunch: 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  
2<sup>nd</sup> 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