



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.: 2025-0177 SU      EPC: Php 232,500.00      End-User: I-PLAN Component  
Solicitation No.: PSO-VIS-GSS-028-25

Qty.	Unit	Item Description	Unit Price	Total Price
<b>Procurement of food, venue, and accommodation during the conduct of Rice VCA Support: PCIP Assessment of Negros Oriental in Negros Oriental on June 17-20, 2025</b>				
<b>Minimum Requirements:</b> Hotel Room – Triple Sharing (individual beds), Twin Sharing (individual beds) for 4 days and 3 nights; Includes the following: *Use of Function and Conference rooms with complete amenities; *Welcome Tarpaulin, free use of Podium, Microphone, LCD Projector, Extension Cord, White Board, White Board Marker and Eraser *Free flowing brewed coffee, sufficient supply of chocolate drinks and Tea and purified drinking water during conference; *Free use of resort, waterpark, and leisure facilities (if available); *With strong and reliable WiFi signal; *Accessible emergency exit, Alarm system, standby fire extinguisher and automatic sprinkler/smoke detector *With a wide parking space				
30	pax	<b>June 17, 2025 (1 day)</b> <b>LIVE IN:</b> Food (AM Snacks, Lunch, PM Snacks, Dinner) Venue & Accommodation		
30	pax	<b>June 18-19, 2025 (2 days)</b> <b>LIVE IN:</b> Food (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner), Venue & Accommodation		
30	pax	<b>June 20, 2025 (1 day)</b> Food (Breakfast, AM Snacks and Lunch) & Venue		
<b>Total</b>				
<b>June 17-20, 2025</b> <b>Breakfast:</b> Egg, Meat, Fish, Soup, Rice and Drinks <b>AM Snacks</b> – Heavy Snacks with drinks <b>Lunch</b> – Fish, Pork, Chicken, Soup, Fruits, Rice and Drinks <b>PM Snacks</b> - Heavy Snacks with drinks <b>Dinner</b> – Fish, Meat, Chicken, Soup, Fruits, Rice and Drinks				

FOR THE SPECIAL BIDS AND AWARDS COMMITTEE

**KELSIE G. ARCANGEL**  
PhilGEPS Posted

**JUVIRESA 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

