



March 31, 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: April 7, 2025 at 9:00 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.:** 2025-0080 SU      **EPC:** Php 202,800.00      **End-User:** I-SUPPORT Component  
**Solicitation No.:** PSO-VIS-GSS-013-25

Qty.	Unit	Item Description	Unit Price	Total Price
(Lot-1) Procurement of Food, Venue, and Accommodation for the participants during the PSO Visayas Cluster Procurement Unit 2025 Coordination Meeting and Planning Workshop on April 22-25, 2025 in the Province of Cebu				
23	pax	Day-1 (April 22, 2025) Live-in: Food (AM Snacks, Lunch, PM Snacks, Dinner), Venue & Accommodation		
4	pax	Live-out: Food (AM Snacks, Lunch, PM Snacks, Dinner), Venue		
23	pax	Day-2 (April 23, 2025) Live-in: Food (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner), Venue & Accommodation		
4	pax	Live-out: Food (AM Snacks, Lunch, PM Snacks, Dinner), Venue		
23	pax	Day-3 (April 24, 2025) Live-in: Food (Breakfast, AM Snacks, Lunch, PM Snacks, Dinner), Venue & Accommodation		
4	pax	Live-out: Food (AM Snacks, Lunch, PM Snacks, Dinner), Venue		
23	pax	Day-4 (April 25, 2025) Live-out: Food (Breakfast, AM Snacks, Lunch, PM Snacks), Venue		
4	pax	Live-out: Food (AM Snacks, Lunch, PM Snacks), Venue		
Total				
Terms and Conditions:		Sufficient Coffee and/or tea		
Breakfast: Egg, Meat/Fish, Soup, Drink		Availability of Power Extension Cords		
AM Snacks – Heavy Snacks with Drink		Availability of Projection Screen		
Lunch – Fish, Pork, Chicken, Soup, Fruit, Rice, Drink		Availability of White Board and Markers		
PM Snacks - Heavy Snacks with Drink		Place of Delivery: In the specific locations and Regions as indicated		
Dinner – Fish, Meat, Soup, Fruit, Drink		Delivery Period: In the specific dates as indicated		

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