



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office 6
Parola, Iloilo City 5000, Philippines
rpco6@yahoo.com / rpco6.prdp@gmail.com | (033) 320-1012 / 320-3545 | prdp.da.gov.ph
Enabling Communities. Expanding Opportunities.

July 2, 2025

**REQUEST FOR QUOTATION
SHOPPING**

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 PRDP RPCO 6 BAC's official canvass 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 alternation 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. The **brand** name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
7. Price quotation(s) submitted shall be valid **NINETY (90) days** from the deadline of submission of quotations.
8. Terms of payment within – FIFTEEN (15) days after inspection and acceptance and shall be made through checks.
9. Sealed Quotation(s)/proposal(s) shall be submitted to the Office of the Procurement Unit RPCO 6, Dormitory Building, Department of Agriculture-WESVIARC, Hamungaya, Buntatala, Jaro, Iloilo City. Online or electronic submission should be password protected and send to rpco6proc@gmail.com.
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: July 9, 2025, 12:00 pm.**
12. Validity of stocks: N/A
13. Delivery period: on the date stipulated herein
14. Delivery point: Province of Aklan
15. The period of submission of the following documents are as follows:

Document	Submission Period*
Certified True Copy of Valid Mayor's/Business Permit	Should be submitted upon submission of Request for Quotation
Certified True Copy of PhilGEPS Registration Number (Red or Platinum)	
Certified True Copy of BIR Certificate of Registration	
Omnibus Sworn Statement	

16. Non-receipt of a Notice of Award within a period of 30 calendar days from the deadline of the submission of the RFQ is presumed that this offer is non-responsive.

PR NO.: 2025-0203SU **EPC:** Php 393,750.00 **End-User:** PRDP RPCO 6-IBUILD Component
Solicitation No.: PRDP-RPCO-006-GS-39-25-SU



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QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
Procurement of Food, Venue and Accommodation				
		<i>Procurement of Food and Accommodation of the IBUILD 2nd Coordination Meeting on July 22-25, 2025 in the Province of Aklan</i>		
		<i>Day 1</i>		
50	pax	<i>Lunch</i>		
50	pax	<i>PM Snacks</i>		
50	pax	<i>Dinner</i>		
50	pax	<i>Lodging</i>		
		<i>Day 2</i>		
50	pax	<i>Breakfast</i>		
50	pax	<i>AM Snacks</i>		
50	pax	<i>Lunch</i>		
50	pax	<i>PM Snacks</i>		
50	pax	<i>Dinner</i>		
50	pax	<i>Lodging</i>		
		<i>Day 3</i>		
50	pax	<i>Breakfast</i>		
50	pax	<i>AM Snacks</i>		
50	pax	<i>Lunch</i>		
50	pax	<i>PM Snacks</i>		
50	pax	<i>Dinner</i>		
50	pax	<i>Lodging</i>		
		<i>Day 4</i>		
50	pax	<i>breakfast</i>		
50	pax	<i>AM Snacks</i>		
50	pax	<i>Lunch</i>		
50	pax	<i>PM Snacks</i>		



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	Provision: 1. Strong and reliable internet connection 2. Free overflowing brewed coffee (with sugar and creamer) 3. wide Area that can cover determined pax 4. Tarpaulin (Background, 1.5x3 meters) 5. Free use of (3) microphones, projector, and extension chord 6. Free use of venue from 6:30 am to 9:30 pm		
TOTAL			

FOR THE BIDS AND AWARDS COMMITTEE

MICHELLE R. OLIPENDO

GEPS Posted/DA Website/1 conspicuous place

JOSEPH MARIO D. LLAMAS

Procurement Unit Head/Bac Secretariat

The DA RFO VI
Bids and Awards Committee
Parola, 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

E-mail Address

Date Accomplished