



June 23, 2025

**REQUEST FOR QUOTATION (RFQ)
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 PSO VISAYAS 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/quotations.
5. Bid(s)/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. Bid(s)/quotation(s) submitted shall be valid for **NINETY (90) days** from the deadline of submission of quotations.
8. Terms of payment within – THIRTY (30) days after inspection and acceptance and shall be made through checks.
9. Sealed Bid(s)/Quotation(s) shall be submitted to the **Office of the Procurement Unit PSO Visayas, 2nd Floor, Iloilo Sports Complex, Magsaysay Village, La Paz, Iloilo City**. Online or electronic submission should be sent to **psoprocurementvisayas2020@gmail.com**.
10. Awarding shall be done for the whole lot. Partial Bids/Quotations shall not be allowed.
11. **DEADLINE FOR SUBMISSION & RECEIPT OF BIDS/QUOTATIONS: June 30, 2025, 9:00 am.**
12. Validity of stocks: N/A
13. Delivery period: **July 8-12, 2025**
14. Delivery point: **Negros Occidental**
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 (Red or Platinum)	
Certified True Copy of Certificate of Registration (BIR Tin)	
Duly filled up and notarized Affidavit of Bidder/Omnibus Sworn Statement	Should be submitted by the winning supplier prior to Award

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

PR NO.: **EPC:** Php 725,000.00 **End-User:** DA-PRDP PSO Visayas I-SUPPORT Component
Solicitation No.: PSO-VIS-GSS-014-25-SU



QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
Procurement of Food, Venue and Accommodation for the participants including provision of LED Screen during the conduct of the 19th World Bank Implementation Support Mission for AF2 and 4th for PRDP Scale-Up: Site Visit – Visayas Leg in Negros Occidental on July 8-12, 2025				
<u>Food, Venue and Accommodation</u>				
July 8, 2025 (Advance Party)				
22	pax	Lunch		
22	pax	PM Snacks		
22	pax	Dinner		
22	pax	Accommodation		
July 9, 2025				
22	pax	Breakfast		
22	pax	AM Snacks		
55	pax	Lunch		
100	pax	PM Snacks		
100	pax	Dinner		
98	pax	Accommodation		
July 10, 2025				
116	pax	Breakfast		
10	pax	AM Snacks		
10	pax	Lunch		
19	pax	PM Snacks		
125	pax	Dinner		
98	pax	Accommodation		
July 11, 2025				
115	pax	Breakfast		
30	pax	AM Snacks		
151	pax	Lunch		
151	pax	PM Snacks		
115	pax	Dinner		
98	pax	Accommodation		
July 12, 2025				
100	pax	Breakfast		
<u>LED Screen Rental</u>				
July 11, 2025				
1	Set	LED Screen (2m x 3m)		
Total				

Terms and Conditions:

Inclusions:

- >Hotel Room: Twin Sharing/Triple Sharing/Quadruple Sharing (Individual Beds)
- >Function room with good ventilation, free use of Podium, 8 units Microphones, LCD Projector with Wide Screen, Extension Cords
- >2 separate rooms for Breakout Sessions (if needed or upon request of the end user)
- >With wide parking space with minimum of at least 20 cars/vans
- >Free one (1) Tarpaulin – 4x8ft. PVC Vinyl Flex Banner for the activity

Menu:

- >Breakfast – Egg, Meat/Fish, Soup, Drink
- >AM Snacks – Heavy Snack, Drink
- >Lunch – Fish, Pork, Meat, Chicken, Vegetable, Soup, Fruit, Rice, Drink
- >PM Snacks – Heavy Snack, Drink
- >Dinner – Fish, Pork, Meat, Vegetable, Soup, Fruit, Drink
- >Free-flowing coffee and purified drinking water



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office - Visayas
2nd Floor, Iloilo Sports Complex, Magsaysay Village
La Paz, Iloilo City 5000
psovisayas@gmail.com | (033) 326-2455 / 320-3545 | prdp.da.gov.ph
Enabling Communities. Expanding Opportunities.

FOR THE BIDS AND AWARDS COMMITTEE

KELSIE G. ARCANGEL
GEPS Posted/DA & PRDP Website/1 conspicuous place

JUVIRESA M. MECHA
Canvasser

ENGR. ROLAND L. TABOADA
BAC Secretariat/Procurement Unit Head

Submission of filled-up RFQ	Date & Time
RFQ to be collected on	
RFQ must be submitted by supplier and received before deadline	June 30, 2025, 9:00 am

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 bid/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