



July 4, 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: July 11, 2025, 8:00 am.**
12. Validity of stocks: N/A
13. Delivery period: **August 5-8, 2025**
14. Delivery point: **Iloilo City**
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.: 2025-0233 SU **EPC:** Php 188,300.00 **End-User:** DA-PRDP PSO Visayas Finance Unit
Solicitation No.: PSO-VIS-GSS-017-25-SU



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.

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
Food, venue and accommodation during the NPCO and PSOs and Online Submission of Interim Financial Reporting (IFR) and Withdrawal Application for the Quarter Ended June 30, 2025 in Iloilo City on August 5-8, 2025				
August 5, 2025				
28	pax	Lunch		
28	pax	PM Snacks		
28	pax	Dinner		
24	pax	Accommodation		
August 6, 2025				
24	pax	Breakfast		
28	pax	AM Snacks		
28	pax	Lunch		
28	pax	PM Snacks		
28	pax	Dinner		
24	pax	Accommodation		
August 7, 2025				
24	pax	Breakfast		
28	pax	AM Snacks		
28	pax	Lunch		
28	pax	PM Snacks		
28	pax	Dinner		
24	pax	Accommodation		
August 8, 2025				
24	pax	Breakfast		
24	pax	AM Snacks		
Total				
August 5-8, 2025 Breakfast-Rice, bread, egg, (any of the ff: hotdog, tocino, dried fish, corned beef, beef tapa), fruits, milo/tea, coffee AM Snacks-heavy snacks Lunch-Fish, Vegetables, pork/chicken, beef soup, fruits, desserts, rice and drinks) PM Snacks-heavy snacks Dinner-Fish, Vegetables, pork/chicken, beef soup, fruits, desserts, rice and drinks) Inclusion: *Free flowing Coffee and Milo/Tea *Welcome Tarpaulin *Free use of Function Room, Podium, Microphone, Projector and Extension Cord *With strong WiFi Connection				

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



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.

Submission of filled-up RFQ	Date & Time
RFQ to be collected on	
RFQ must be submitted by supplier and received before deadline	July 11, 2025, 8:00 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.

<div>Signature over Printed Name</div>	<div>Registered Name of Company</div>	<div>Tax Identification No.</div>
<div>Telephone number(s)</div>	<div>Address</div>	<div>E-mail Address</div>
<div>Date Accomplished</div>		