



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.

June 5, 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 by lot.
11. No item in a LOT shall be left blank, otherwise, the bid/quotation for the particular LOT is automatically disqualified.
12. All unit prices in all LOTs must be less than PhP 50,000.00 (for semi-expendable properties following COA Circular No. 2022-004 dated May 31, 2022), otherwise, the bid/quotation for the particular LOT is automatically disqualified.
13. **DEADLINE FOR SUBMISSION & RECEIPT OF BIDS/QUOTATIONS: June 12, 2025, 5:00 pm.**
14. Validity of stocks: 90 days
15. Delivery period: within 30 days upon receipt of the signed P.O.
16. Delivery point: **DA-PRDP PSO Visayas Office, 2nd Floor Iloilo Sports Complex, Magsaysay Village, La Paz, Iloilo City.**
17. 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.: 2025-0179 SU **EPC:** Php 114,000.00 **End-User:** DA-PRDP PSO Visayas I-SUPPORT Component
Solicitation Number: PSO-VIS-GOODS-005-25-SU



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Semi-Expendable Items for PSO Visayas					
(LOT-9)					
1	Unit	1.) Center Table Specifications: -Solid Wood Center Table -2 Layer Design -L48 x W24 x H18 inch Approx Dimension			
6	Unit	2.) Back Cabinet Specifications: -2-Door, 5-Layer Metal Cabinet with Lock -D18 x W36 x H72 inch Approx Dimension			
Total					

FOR THE BIDS AND AWARDS COMMITTEE

KELSIE G. ARCANGEL
GEPS Posted/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 12, 2025, 5:00 pm

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

