



June 18, 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 25, 2025, 8:00 am.**
12. Validity of stocks: N/A
13. Delivery period: **July 29-31, 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.: 2025-0194 SU **EPC:** Php 237,300.00 **End-User:** DA-PRDP PSO Visayas I-REAP Component
Solicitation No.: PSO-VIS-GSS-013-25-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
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QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
Procurement of Food, Venue and Accommodation for the participants during the Joint Technical Review for the proposed Subproject: Negros Oriental Cassava Production, Consolidation, Processing and Marketing Enterprise on July 29-31, 2025 in Negros Occidental				
<i>Day 1 (July 29, 2025)</i>				
42	pax	AM Snack		
42	pax	Lunch		
42	pax	PM Snacks		
42	pax	Dinner		
42	pax	Lodging		
<i>Day 2 (July 30, 2025)</i>				
42	pax	Breakfast		
42	pax	AM Snacks		
42	pax	Lunch		
42	pax	PM Snacks		
42	pax	Dinner		
42	pax	Lodging		
<i>Day 3 (July 31, 2025)</i>				
42	pax	Breakfast		
42	pax	AM Snacks		
42	pax	Lunch		
42	pax	PM Snacks		
Total				

Terms and Conditions:
-Lunch: 3 dishes, vegetable, dessert and drinks
-Snacks: Either of these: Spaghetti/Bihon Guisado/Lomi with Bread/Siopao and any Juice or Softdrinks
-Free flowing of Water, Coffee and Milo/Tea
-Free use of Function Room, Podium, Microphones, Projector and Extension Cords
-With strong WiFi connection
-With own parking space

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 25, 2025, 8:00 am



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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		

