



November 15, 2016

REQUEST FOR QUOTATION
SHOPPING

INSTRUCTIONS:

1. **Bidders** are required to read the instructions and fill all the blanks properly. **Please write legibly.**
2. Bidders / Suppliers may submit alternate offer provided that the DA - PRDP SBAC's official canvass form shall be filled out (with the offered brand, unit price, and total price), signed properly, and attached together with the Bidder's / Supplier's own canvass form. Non-compliance of the above-items shall result to the automatic disqualification of proposal.
3. Specifications herein provided are the minimum requirements of the DA-PRDP. Hence a bidder must not offer lower specifications than required.
4. Quotation(s) must include all kinds of taxes for the item(s) / services listed hereunder, including delivery charges.
5. Price quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations.
6. Cash Basis shall not be accepted. Terms of Payment: within - Thirty (30) days from delivery of item/s to be deposited to your company's / firm's Bank Account.
7. Quotation(s) / Proposal(s) shall be submitted by the End-user of the **PRDP NPCO or PRDP PSO Luzon B** or the **Supplier** to the Office of the PRDP NPCO Procurement Unit / SBAC Secretariat, at the 4th Floor, New DA Building, DA Compound, Elliptical Road, Diliman, Quezon City.
8. Only sealed canvasses shall be considered by the SBAC.
9. The bidders shall reflect the following information on the envelope:
 - a) Solicitation No.
 - b) PRAS No.
 - c) Name of Company / firm and its business address
 - d) Telephone Number

The SBAC shall not be responsible on the pre-emptive / premature opening of the proposal.

10. The bidder is required to affix his/her signature over printed name, across the flap of the sealed envelope. Non-compliance of which shall result to the automatic disqualification of proposal.
11. Awarding shall be done by CATEGORY.
12. **DEADLINE FOR SUBMISSION OF BIDS: November 22, 2016 at 12:00 NN.**
13. **Delivery Period / Effectivity Period:** Seven (7) working days upon receipt of approved Purchase Order / Work Order.
14. **Availability of Stocks:** 60 days, reckoned from Instruction no.12.
15. **Mandatory Requirements:**
 - a) Copies of Valid Business Permit or its equivalent
 - b) BIR Certificate of Registration
 - c) PhilGEPS Certificate of Registration

The proposal shall be accompanied by the aforementioned documents, otherwise, non-submission of which shall result to automatic disqualification of proposal.

PRAS no. 0201- N - 2016

EPC: Php295,000.00

End-User: PSO LUZON B

Solicitation no. SH - 122- 16

Activity: Food, Venue and Accommodation to conduct training on Financial Management for Local Government Units of PSO South Luzon

Date: December 6-8, 2016

Venue: Naga City

Qty.	Unit	Item Description	Unit Cost	Total Cost	Unit Price	Total Price
50	Pax	Category 1: Food, Venue and Accommodation Inclusive of: LCD Projector with Projector Screen White Board with Marker Sound System/Microphones Philippine Flag Pens and Notepad Extension Cord Fast Internet Connection Free Flowing Coffee / Tea Use of Function Room (preferably no obstruction on center)	1,800.00 x 3 days	270,000.00		
SUB TOTAL				270,000.00		

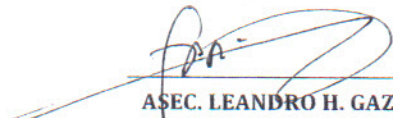


Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

Qty.	Unit	Item Description	Unit Cost	Total Cost	Unit Price	Total Price
50	Pax	Category 2: Training Kit (Eco Notebook with Pen)	500.00	25,000.00		
SUB TOTAL				25,000.00		
GRAND TOTAL				295,000.00		

For the Special Bids and Awards Committee:

GEPS Posted



ASEC. LEANDRO H. GAZMIN, CESO II
Chairperson, Special Bids and Awards Committee

Canvasser

The DA-PRDP Special Bids and Awards Committee(SBAC)
Elliptical Road Diliman, Quezon City

SIR / MADAM:

In connection with the above request, I / we submit your 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 seven (7) working days from receipt of Purchase Order / Work Order.

Signature over Printed Name
(To be filled by the Supplier)

Registered name of Company
(To be filled by the Supplier)

Tax Identification Number
(To be filled by the Supplier)

Telephone number(s)
(To be filled by the Supplier)

Address
(To be filled by the Supplier)

Date accomplished
(To be filled by the Supplier)