



Republic of the Philippines  
 Department of Agriculture  
 PHILIPPINE RURAL DEVELOPMENT PROJECT  
 South Luzon (Luzon B) Project Support Office  
 2nd Floor, ITCAF Building, Elliptical Road, Diliman  
 Quezon City 1100, Philippines

**REQUEST FOR QUOTATION**  
**World Bank (WB) Shopping**

Date: March 11, 2019  
 Solicitation No. SH-0003-19  
 Purchase Request No. 2019-004

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please accomplish and submit this form together with Annex A to the Office of the PSO South Luzon, ITCAF Building 2nd floor, DA Compound, Elliptical Road, Diliman, Quezon City or email at [sbacsec.southluzon@gmail.com](mailto:sbacsec.southluzon@gmail.com) on or before MARCH 21, 2019 and 12:00NN. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 928-8741 local 2570.

Very truly yours,

**DIGNA P. NARVACAN**

Chairperson, Special Bids and Awards Committee  
 (PRDP-PSO South Luzon)

PhilGEPS Posted  
 Date: \_\_\_\_\_

**Terms and Conditions:**

1. Specifications here in provided are the minimum requirements of the DA-PRDP. Hence a bidder must not offer lower specifications than required.
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/model (if applicable), unit price, and total price, signed properly, and attached together with the Bidder's/Supplier's own canvass form.
3. Quotations may be submitted by letter, facsimile, or by electronic means.
4. Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
5. Price Quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations.
6. Terms of Delivery: On the day of the Activity
7. Place of Delivery: Please see Annex A
8. Terms of Payment: within 45 days after the conduct of the Activity
9. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
10. In case of discrepancy between the total price per item and unit price for the item as extended or multiplied by the quantity of that item, the latter shall prevail.
11. **Mandatory Requirements :**
  - a) Business/Mayors Permit
  - b) BIR Certificate of Registration
  - c) PhilGEPS Certificate of Registration/ Printable PhilGEPS Membership Account with PhilGEPS Registration No.
 Failure to attach mandatory requirements shall result to automatic disqualification of proposal.

**Note:**

The following documentary requirements shall be required prior to payment:  
 Tax Clearance & Income Tax Return (ITR) or Certificate of No Tax Liability in lieu of the ITR

Registered Name of Company: \_\_\_\_\_  
 Tax Identification No. : \_\_\_\_\_  
 Company Address : \_\_\_\_\_  
 Contact No. : \_\_\_\_\_  
 Name of Authorized Representative: \_\_\_\_\_

\_\_\_\_\_  
 Signature over Printed Name  
 Canvasser



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Lot No.	Qty.	Unit	Purchaser's Specifications	Estimated Project Cost (EPC) in Php	Bidder's Specifications Specify brand and model (for Goods and IT Equipment)	Unit Cost	Total Cost
1			Food, Venue and Accommodation				
	23	pax	Date: April 23-24, 2019				
	25	pax	Date: April 25-26, 2019				
			Preferred Location: Metro Manila				
			Buffet : Breakfast, Lunch and Dinner				
			Plated : AM and PM Snack				
			Room Sharing: Triple Sharing in separate beds	Total EPC			
			Inclusions:	144,000.00			
			LCD Projector with Projector Screen				
			Whiteboard with Marker				
			Sound System / Microphones				
			Philippine Flag				
			Extension Cords				
			Wi-fi Connection				
			Free Flowing Coffee				
			Function Room (preferably no obstruction on the center)				
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OFFICE: **I-PLAN**

PURPOSE: **Retooling Workshop on Enhanced PCIP Format and Meeting with PPMIUs of CALABARZON and MIMAROPA**

IMPORTANT :The Supplier/Bidder have carefully read and fully understood the terms and conditions, minimum requirements and agree to furnish and/or deliver in conformity with specifications any or all said articles described above within delivery period from receipt of Purchase Order/Work Order.

The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) or Work Order (W.O.) at 2nd Floor, ITCAF Bldg, DA Compound, Elliptical Road, Diliman, Quezon City.

Dandy J. Pedrita  
 Signature over Printed Name  
 Associate Procurement Officer

Name & signature of Authorized Representative: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_

Registered Name of Company: \_\_\_\_\_