



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: July 1, 2019  
Solicitation No. SH-0013-19-AF  
Purchase Request No. 2019-028-AF

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 July 11, 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:

- Specifications here in provided are the minimum requirements of the DA-PRDP. Hence a bidder must not offer lower specifications than required.
- 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.
- Quotations may be submitted by letter, facsimile, or by electronic means.
- Award shall be made on per:  Item Basis  Total Quoted Price  Lot Basis
- Price Quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations.
- Terms of Delivery: On the day of the Activity
- Place of Delivery: Please see Annex A
- Terms of Payment: within 45 days after the conduct of the Activity
- Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
- 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.
- Mandatory Requirements :**
  - Business/Mayors Permit
  - BIR Certificate of Registration
  - 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

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

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

Procurement Form (Annex A)




Republic of the Philippines  
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**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
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Date: July 01, 2019  
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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	26	pax	Food, Venue and Accommodation (July 29-30, 2019) 1.5 Days				
	40	pax	Food and Venue (July 29, 2019 only) 1 Day				
			Date: July 29-30, 2019				
			Preferred Location: Quezon City				
			Buffet : Breakfast, Lunch and Dinner				
			Plated : AM and PM Snack				
			Room Sharing: Quadruple Sharing in separate beds	Total EPC <b>98,500.00</b>			
			<b>Inclusions:</b>				
			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)				
			<i>page 1 of 1</i>				

OFFICE: **Administrative Unit**  
 PURPOSE: **for the PSO-RPCO 2nd Quarter Assessment and 3rd Quarter Planning Workshop**  
**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: \_\_\_\_\_