



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

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

Date: October 4, 2023  
Solicitation No. SH-0058-23  
Purchase Request No. 2023-084

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 Special Bids and Awards Committee (SBAC) Secretariat 3rd Floor (PRDP-South Luzon-Procurement Unit) RMIC Building, BPI Compound, Visayas Avenue, Quezon City or email at [sbacsec.southluzon@gmail.com](mailto:sbacsec.southluzon@gmail.com) on or before OCT. 12, 2023 and 12:00NN. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 928-8741 local 2570.

Very truly yours

**REDELLIZA A. CRUEZO**

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: Please refer to Annex A
- Place of Delivery: Please refer to Annex A
- Terms of Payment: within Forty Five (45) Days upon completion of supporting documents
- 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.
  - Notarized Affidavit of Undertaking

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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**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
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 2nd Floor, ITCAF Building, Elliptical Road, Diliman  
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Lot No.	Qty.	Unit		Estimated Unit Cost	Estimated Project Cost (EPC) in Php	Bidder's Specifications	Unit Cost	Total Cost
	27	pax	<b>Food, Venue and Accommodation</b>	<b>2,200.00</b>	<b>237,600.00</b>			
			Preferred Location: Albay					
			Date: October 24-27, 2023					
			Buffet Breakfast, Lunch and Dinner					
			Plated AM and PM snack					
			<b>inclusions:</b>					
			Triple Sharing with individual beds					
			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)					
					<b>237,600.00</b>			

OFFICE: **I-PLAN**

PURPOSE: **Food, Venue and Accommodation for the Support to Cascading I-VCA: I-VCA Capacity Development**

**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 PSO South Luzon Office, 3rd Floor RMIC Building, BPI Compound Visayas Avenue, Quezon City.

**Dandy J. Peurita**  
 Signature over Printed Name  
 Associate Procurement Officer

Name & signature of Authorized Representative:  
 Date Accomplished:  
 Registered Name of Company:

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