



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

REQUEST FOR QUOTATION

World Bank (WB) Shopping

Date: 04/15/2024
 Solicitation No. SH-031-2024
 PRAS No. 2024-057


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 PRDP NPCO Procurement Unit/SBAC Secretariat, at the 4th Floor, New DA Building, DA Compound, Elliptical Road, Diliman, Quezon City or email at prdpsbacsec@gmail.com on or before **April 23, 2024 at 9am**. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 8928-8751 local 2878.

Robin C. Peralta
 PhilGEPS Posted
 Date: _____

Very truly yours,

ATTY. ARMANDO CROBALDE, JR.
 Vice-Chairperson, Special Bids and Awards Committee

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 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. Quotation validity shall not be less than: Thirty (30) days
6. Terms of Delivery: May 14-17, 2024
7. Place of Delivery: Region VI
8. Terms of Payment: Within 30 working days upon completion of delivery /Service and receipt of SOA/Billing Statement/ Invoice/DR
9. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
10. In case of discrepancy between unit cost and total cost, unit cost shall prevail.
11. **Mandatory Requirements**
 - a) Mayor's Permit
 - b) BIR Certificate of Registration
 - c) PhilGEPS Certificate of Registration/ Printable PhilGEPS Membership Account
 - d.) Notarized/Unnotarized Affidavit of Undertaking (notarized affidavit of undertaking shall be submitted after award of contract and prior to payment)

Failure to attach mandatory requirements could be basis for non - compliance.

 Signature over Printed Name
 Canvasser

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



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Annex "A"

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Lot No.	Qty.	Unit	Purchaser's Specifications	Estimated Unit Cost in Php	Estimated Project Cost (EPC) in Php	Bidder's Specifications (Specify brand and model (for Goods and IT Equipment))	Unit Cost	Total Cost
1	75	par	Food, Venue and Accommodation for the Conduct of PRDP I-REAP Project Implementation Review and Workshop, and 25th National I-REAP Coordination Meeting Date: May 14-17, 2024 Venue: Region VI Food requirement: Full board meals for four (4) days Buffet: Breakfast, Lunch and Dinner Plated: AM & PM snacks Room (accommodation) requirement: The rooms must be comfortable (air-conditioned and preferably with water heater in the bathroom). Room sharing: Can be double, triple or quad sharing (individual bed) Function room for 75 participants (no obstruction in the middle) Inclusions: White board with pens and eraser Functioning A/V equipment (LED wall/ projector and screens) Sound system and wireless microphones (4-5 microphones) High speed (at least 100 mbps) and reliable internet/Wi-Fi connection Thunderbolt to VGA Adapter (compatible to MacBook air) At least four (4) extension cords Balpens and papers for 75 participants Philippine flag Backpack/ Tarpaulin Free flowing brewed coffee, tea, choco drink	2,400.00	180,000.00 X4days			
Grand Total					720,000.00			

OFFICE: PRDP-NPCO

PURPOSE: Food, Venue and Accommodation for the Conduct of PRDP I-REAP Project Implementation Review and Workshop, and 25th National I-REAP Coordination Meeting

IMPORTANT: The Supplier/Bidder 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 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 4th Floor, New DA Building, DA Compound, Elliptical Road, Diliman, Quezon City.

ROBIN C. PERALTA
 Signature over Printed Name
 Associate Procurement Officer

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

