



Republic of the Philippines  
Department of Agriculture  
PHILIPPINE RURAL DEVELOPMENT PROJECT  
South Luzon (Luzon B) Project Support Office  
RMIC Building, BPI Compound, Visayas Avenue  
Quezon City 1100, Philippines

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

Date: April 17, 2024  
Solicitation No. SH-0011-24  
Purchase Request No. 2024-018

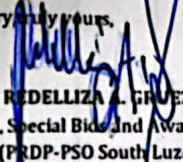
Sir/Madam:

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 MAY 15, 2024 and 12:00NN. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 928-8741 local 2570.

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

Very truly yours,  
  
**REDELLIZA A. GUEZO**  
Chairperson, Special Bids and Awards Committee  
(PRDP-PSO South Luzon)

**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

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

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



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| Lot No. | Qty. | Unit |   | Estimated Unit Cost | Sub-Total  | Bidder's Specifications | Unit Cost | Total Cost |                     |
|---------|------|------|---|---------------------|------------|-------------------------|-----------|------------|---------------------|
|         |      |      | <b>Food, Venue and Accommodation</b>                    |                     |            |                         |           |            |                     |
|         |      |      | Preferred Location: Palawan                             |                     |            |                         |           |            |                     |
|         | 30   | pax  | Date: June 18-21, 2024                                  | 2,400.00            | 288,000.00 |                         |           |            |                     |
|         |      |      | 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 Markers                                 |                     |            |                         |           |            |                     |
|         |      |      | Sound System / Microphones                              |                     |            |                         |           |            |                     |
|         |      |      | Philippine Flag   |                     |            |                         |           |            | <i>Estimated</i>    |
|         |      |      | Extension Cords   |                     |            |                         |           |            | <i>Project Cost</i> |
|         |      |      | Wi-Fi Connection  |                     |            |                         |           |            | <i>(EPC)</i>        |
|         |      |      | Free Flowing Coffee                                     |                     |            |                         |           |            |                     |
|         |      |      | Function Room (Preferably no obstruction on the center) |                     |            |                         |           |            |                     |
|         |      |      |   |                     |            |                         |           |            |                     |

OFFICE: **I-PLAN**

PURPOSE: **Food, Venue and Accommodation for the I-PLAN South Luzon Cluster 2024 Mid-Year Assessment and 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 RMIC Building, BPI Compound, Visayas Avenue , Quezon City.**

**Dandy I. Pedrita**  
 Signature over Printed Name  
 Associate Procurement Officer

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

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

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