



Republic of the Philippines  
 Department of Agriculture  
 PHILIPPINE RURAL DEVELOPMENT PROJECT  
 National Project Coordination Office  
 4th Floor, DA Building, Elliptical Road, Dilliman  
 Quezon City 1100, Philippines

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

Date: 6/19/2024  
 Solicitation No. SH-064-2024  
 PRAS No. 2024-170


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, Dilliman, Quezon City or email at [prdpsbacsec@gmail.com](mailto:prdpsbacsec@gmail.com) on or before **June 27, 2024 at 2:00 PM**. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 8928-8751 local 2878.

Crizzel Timoteo  
 PhilGEPS Posted  
 Date: \_\_\_\_\_

  
**ATTY. PAZ B. BENAVIDEZ II**  
 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.  
 Bidders/Suppliers may submit alternate offer provided that the DA-PRDP SBAC's official canvass form shall be filled out with the the offered
2. 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 July 16-18, 2024
7. Place of Delivery: National Capital Region (NCR)
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.

**Mandatory Requirements**

- a) Mayor's Permit
- b) BIR Certificate of Registration
11. 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)

\_\_\_\_\_  
 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

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
75	pax		National IDU Meet: Integration Workshop for Mainstreaming PRDP Innovations to be held in National Capital Region  Date: July 16-18, 2024  Venue: National Capital Region (NCR) <b>Buffet: Breakfast, Lunch &amp; Dinner</b> (Meats: 2 main course (pork/chicken/beef/fish), 1 vegetable, drinks, rice, soup, dessert) Plated AM /PM Snacks: Noodles/Pasta, Sandwich, Pastries with Drinks  Free flowing coffee and Tea  Free and Steady Internet Connection in the function room/s (atleast 100mbps)  Free use of LED projector and screen, extension cord, sound system and microphones,  white board & white board markers, pens and papers  Philippine Flag Backdrop/Tarpaulin  Triple/Quadruple Sharing (Individual Bed)	2,400.00	540,000.00			
<b>Grand Total</b>					<b>540,000.00</b>			

OFFICE: **PRDP-NPCO**

PURPOSE: To conduct National IDU Meet: Integration Workshop for Mainstreaming PRDP Innovations to be held in National Capital Region.

**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.

  
**CRIZZEL I. TIMOTE0**  
 Signature over Printed Name  
 Administrative Officer I

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

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT OF UNDERTAKING

I, \_\_\_\_\_ [Name of Affiant], of legal age, \_\_\_\_\_ [Civil Status], \_\_\_\_\_ [Nationality], and residing at \_\_\_\_\_ [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

**1. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of \_\_\_\_\_ [Name of Bidder] with office address at \_\_\_\_\_ [address of Bidder];

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of \_\_\_\_\_ [Name of Bidder] with office address at \_\_\_\_\_ [address of Bidder];

**2. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of \_\_\_\_\_ [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing Purchase Order/Contract for \_\_\_\_\_ [Title of the Procurement Requirement] of the Department of Agriculture (DA)-Philippine Rural Development Project (PRDP), as shown in the attached duly notarized Special Power of Attorney;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for \_\_\_\_\_ [Name of the Project] of the \_\_\_\_\_ [Name of the Procuring Entity], as shown in the attached \_\_\_\_\_ [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. \_\_\_\_\_ [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. \_\_\_\_\_ [Name of Bidder] is up to date with its filing requirements, has paid all fees and penalties due and payable under the provisions of the law;
5. \_\_\_\_\_ [Name of Bidder] is in continuous unbroken existence since its company registration, and no action is currently being taken by the (DTI/SEC/CDA) to strike the company off the register or to dissolve it as defunct;
6. As far as the (DTI/SEC/CDA) is aware, the company is not in liquidation or subject to an administration order, no receiver or manager of the company's property has been appointed;

7. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
8. \_\_\_\_\_ [*Name of Bidder*] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
9. \_\_\_\_\_ [*Name of Bidder*] complies with existing labor laws and standards; and
10. \_\_\_\_\_ [*Name of Bidder*] is aware of the following responsibilities as a Bidder:
  - a) Carefully examined all of the Request for Quotation and Technical Specifications;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Purchase Order/Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the \_\_\_\_\_  
\_\_\_\_\_ [*Title of the Procurement Requirement*].

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_ [*month*] \_\_\_\_\_ [*year*] at \_\_\_\_\_ [*place of execution*], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her \_\_\_\_\_ [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_ [*month*] \_\_\_\_\_ [*year*].

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ [*date issued*], [*place issued*]

IBP No. \_\_\_\_\_ [*date issued*], [*place issued*]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_