



Republic of the Philippines  
 Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
 Regional Project Coordination Office - CALABARZON  
 Lipa Agriculture Research and Experiment Station (LARES)  
 Brgy. Marawoy, Lipa City, Batangas 4217

\_\_\_\_\_ Date

**REQUEST FOR QUOTATION OF PRICES**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Gentlemen:

Please quote your current prices, all taxes included, for the articles enumerated below.

Very truly yours,

**Engr. Redelliza A. Gruezo**  
*BAC Chairperson*

Approved Budget for the Contract:  
 P118,800.00

QTY.	UNIT	Articles and Specifications	Unit Cost	Total Cost
18	pax	<b>Food and Accommodation with use of Function Hall for 3 days</b> (Breakfast, AM Snack, Lunch, PM Snacks and Dinner)		
			TOTAL	

I hereby certify that I am in a position to furnish the above articles at the prices and quantities called for. The articles quoted above are available in our stock for immediate delivery and reserved to the DA-RFO IV-A within \_calendar days from the date of receipt of the Purchase/Job Order.

Signature over Printed Name of Supplier



## **Terms and Conditions**

### **A. Submission of Requirements**

1. Quotation and other requirements stated on the previous page shall be submitted to the Procurement Unit at Department of Agriculture Region IV-A, PRDP Office, Lipa Agricultural Research and Experiment Stations (LARES) Barangay Maraouy, Lipa City Batangas.
2. Supplier shall submit the following requirements:
  - A. Duly signed Request for Quotation. Prices shall be quoted in Philippine Peso.
  - B. Company Profile with the Original Brochures of the Articles offered showing its performance and specifications or certification, if applicable.
  - C. Mayor's / Business Permit; Tax Clearance; Latest Income Tax Return; Latest Audited Financial Statement with BIR certified (2022 & 2023); DTI/SEC with GIS; BIR Certificate of Registration; PhilGEPS Registration Certificate; Omnibus Sworn Statement (Notarized); Company Profile; Certificate of under Oath (no tax liabilities).

### **B. Award**

The project will be awarded to the supplier who submitted the lowest calculated responsive quotation after careful evaluation by the Bids and Awards Committee.

### **C. Delivery**

1. Delivery of Goods shall be made within 15 calendar day/s from date of receipt of Purchase Order.

### **D. Evaluation and Quotations**

Quotations shall be evaluated based on Compliance with Technical Specifications, Completeness of Delivery, and Offered Price.

### **E. Instruction**

1. Supplier shall be responsible for the source(s) of its Goods/Equipment, and shall make the deliveries in accordance with the schedule, and specification of the award or purchase order. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
2. Supplier shall pick –up the purchase order issued in its favor within three (3) calendar days from the date of receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Supplier. Thereafter, purchase order if remained unclaimed shall be cancelled.
3. Supplier who accepted purchase order but failed to deliver the required Goods within the prescribe period of delivery shall be disqualified from participating the Agency's future procurement activities.
4. Rejected deliveries shall be considered as non-delivery and shall be replaced by the supplier.

### **F. Packing**

The supplier shall provide for the appropriate packing of the Articles procured to prevent damage or deterioration during transit. Articles shall be packed and labeled identifying the content, quantity with and name of the procuring entity.

### **G. Inspection**

All deliveries are subject for inspection.

### **H. Liquidated Damages**

A penalty of one-tenth of one percent (0.001) of the total value of the undelivered articles shall be charged as liquidated damages for per day of delay.

### **I. Warranty**

Warranty shall be for a period of six (6) months for supplies and materials and one (1) year for equipment from date of delivery.