



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

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

Date: October 14, 2024  
 Solicitation No. SH-0035-24  
 Purchase Request No. 2024-048

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 [shacsec.southluzon@gmail.com](mailto:shacsec.southluzon@gmail.com) on or before OCTOBER 24, 2024 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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 2nd Floor, ITCAF Building, Elliptical Road, Diliman  
 Quezon City 1100, Philippines

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Lot No.	Qty.	Unit		Estimated Unit Cost	Estimated Project Cost	Bidder's Specifications	Unit Cost	Total Cost
			<b>Food Venue and Accommodation</b>					
			<b>Preferred Location:</b> CALABARZON					
	115	pax	Date: November 5-8, 2024	2,400.00	1,104,000.00			
			Buffet Breakfast, Lunch and Dinner					
			Plated AM & PM snack					
			Room sharing: Triple sharing in separate beds					
			<b>Inclusions:</b>					
			LCD Projector with Projector Screen					
			Whiteboard with Marker					
			Sound System / Microphones					
			Philippine Flag					
			Extension Cords					
			Wifi Connection					
			Free Flowing Coffee					
			Function Room (Preferably no obstruction on the center)					

OFFICE: **Procurement Unit**

PURPOSE: **Food, Venue and Accommodation for the conduct of Back to Back PSO-RPCO IBUILD and Procurement Coordination: Levelling-off with Technical Personnel in the Implementation of PRDP Scale-Up**

**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 Pedrita**

Signature over Printed Name  
 Associate Procurement Officer

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