



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
 Project Support Office - Visayas
 2nd Floor, Iloilo Sports Complex, Magsaysay Village
 La Paz, Iloilo City 5000
psovisayas@gmail.com | (033) 326-2455 / 320-3545 | prdp.da.gov.ph
 Enabling Communities. Expanding Opportunities.

October 24, 2024

**REQUEST FOR QUOTATION
 SHOPPING**

INSTRUCTIONS:

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Prospective Bidders/Suppliers may submit their own canvass form in accomplishing their bid proposals/quotations subject to the condition that the PRDP PSO VISAYAS BAC's official canvass form shall be filled up (with offered brand, unit price and total price), signed properly and attached together with the bidder's/supplier's own canvass form. (Please write legibly)
3. Any erasure or alternation in the unit and/or total price shall render the offer of the supplier invalid.
4. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
5. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. The **brand** name/model of the offered item(s)/product(s) or services must be indicated, if applicable/required.
7. Price quotation(s) submitted shall be valid **NINETY (90) days** from the deadline of submission of quotations.
8. Terms of payment within – THIRTY (30) days after inspection and acceptance and shall be made through checks.
9. Sealed Quotation(s)/proposal(s) shall be submitted to the Office of the Procurement Unit PSO Visayas, 2nd Floor, Iloilo Sports Complex, Magsaysay Village, La Paz, Iloilo City. Online or electronic submission should be sent to psovisayas@gmail.com.
10. Awarding shall be done for the whole lot. Partial Bids shall not be allowed.
11. **DEADLINE FOR SUBMISSION OF BIDS: October 31, 2024, 9:00 am.**
12. Validity of stocks: 90 days
13. Delivery period: on the date stipulated herein.
14. Delivery place: Iloilo City
15. The period of submission of the following documents are as follows:

Required Documents:	
1. Certified True copy of Valid Mayor's/Business Permit.	The bidder/supplier must submit the first three (3) required documents during the submission of quotation.
2. Certified True Copy of PhilGEPS Registration Certificate (Red or Platinum).	
3. Certified True Copy of Certificate of Registration (BIR TIN).	
4. Duly filled up and notarized Affidavit of Bidder/Supplier (to be submitted by the winning bidder/supplier).	
*Non-submission of any or all of the first three (3) documentary requirements above shall disqualify the lowest offer from award and the BAC shall proceed to evaluate the next lower offer.	

16. Non-receipt of a Notice of Award within a period of 30 calendar days from the deadline of the submission of the RFQ is presumed that this offer is non-responsive.

PR NO.: 2024-1920 **EPC:** Php 176,750.00 **End-User:** PRDP-PSO Visayas I-REAP Component
Solicitation No.: PSO-VIS-GSS-043-24



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QTY	UNIT	ITEM DESCRIPTION	OFFERED BRAND	UNIT PRICE	TOTAL PRICE
Procurement of Food and Accommodation for the conduct of "Participation in the National Summit for Coffee, Cacao, and Coconut (COCANUT) Congress 2024 on November 5-8, 2024 in Iloilo City					
26	pax	November 5-8, 2024 in Iloilo City Day 1 – Dinner, Accommodation			
29	pax	Day 2 - Breakfast			
38	pax	Day 2 – Dinner, Accommodation			
38	pax	Day 3 – Breakfast, Dinner, Accommodation			
28	pax	Day 4 - Breakfast			
Total					
Terms and Condition: Room must be comfortable room, room sharing: Triple to quad sharing preferably individual bed					
Delivery place: Iloilo City Delivery period: November 5-8, 2024					

FOR THE BIDS AND AWARDS COMMITTEE

KELSIE G. ARCANGEL

GEPS Posted/DA-PRDP Website/1 conspicuous place

ENGR. ROLAND L. TABOADA

Procurement Unit Head

Submission of RFQ	Signature over printed name
RFQ to be collected on _____	
RFQ to be submitted by supplier before deadline	

The PSO-Visayas Bids and Awards Committee

2nd Floor Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City

SIR/MADAM:

In connection with the above request, I/we submit our quotation indicated above. I/We 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 date stipulated herein

Signature over Printed Name

Registered Name of Company

Tax Identification No.

Telephone number(s)

Address

E-mail Address

Date Accomplished

