



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: October 1, 2024
 Solicitation No. SH-0032-24
 Purchase Request No. 2024-043

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** on or before **OCTOBER 16, 2024 and 12:00PM**. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. **(02) 928-8741 local 2570**.

Very truly yours,

REDELLIZA A. BRUEZO

Chairperson, Special Bids and Awards Committee
 (PRDP-PSO South Luzon)

PhilGEPS Posted

Date: _____

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.
2. 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.
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. Price Quotation(s) submitted shall be valid for a period of THIRTY (30) days reckoned from the deadline for submission of quotations.
6. Terms of Delivery: Please Refer to Annex A
7. Place of Delivery: Please Refer to Annex A
8. Terms of Payment: within Forty Five (45) Days upon completion of supporting documents
9. Liquidated Damages/Penalty: (1/10) of one percent for everyday of delay shall be imposed
10. 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.
11. Mandatory Requirements :
 - a) Business/Mayors Permit
 - b) BIR Certificate of Registration
 - c) PhilGEPS Certificate of Registration/ Printable PhilGEPS Membership Account with PhilGEPS Registration No.
 - d) 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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Lot No.	Qty.	Unit		Estimated Unit Cost	Estimated Project Cost	Bidder's Specifications	Unit Cost	Total Cost
			Food Venue and Accommodation					
			Preferred Location: Batangas					
	69	pax	Date: November 19-22, 2024	2,400.00	662,400.00			
			Buffet: Breakfast, Lunch and Dinner / Plated: AM and PM snack					
			Room sharing: Triple sharing in separate beds					
			Inclusions:					
			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: **Administrative Unit**

PURPOSE: **Food, Venue and Accommodation for the PSO South Luzon Cluster 3rd Quarterly Assessment and Planning Workshop for CY 2024**

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 J. Pedrita

Signature over Printed Name

Associate Procurement Officer

Name & signature of Authorized Representative: _____

Date Accomplished: _____

Registered Name of Company: _____