



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: March 13, 2025  
 Solicitation No. SH-0028-25  
 Purchase Request No. 2025-034

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](mailto:sbacsec.southluzon@gmail.com) on or before MARCH 26, 2025 and 12:00NN. For clarifications, you may contact DA-PRDP Procurement Unit at telephone nos. (02) 928-8741 local 2570.

Very truly yours,

*[Signature]*  
**REDELLIZA A. GRUEZO**

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	Sub-Total Cost	Bidder's Specifications	Unit Cost	Total Cost
			<b>Food Venue and Accommodation</b>					
			Preferred Location: Albay, Bicol					
			Date: May 6-9, 2025					
			Buffet: Breakfast, Lunch and Dinner					
			Plated: AM and PM snacks					
			Day 1: May 6, 2025					
	5	pax	with Accommodation (PM snacks & Dinner)	2,400.00	12,000.00			
	5	pax	Live-out: Meals and Snacks only (PM snacks and Dinner)	650.00	3,250.00			
			Day 2: May 7, 2025					
	45	pax	(Full Board Meal)(Breakfast, AM snacks, Lunch, PM snacks and Dinner)	2,400.00	108,000.00			
			Day 3: May 8, 2025					
	45	pax	(Full Board Meal)(Breakfast, AM snacks, Lunch, PM snacks and Dinner)	2,400.00	108,000.00			
	25	pax	Live-out: Meals and Snacks only (Breakfast, AM snack, Lunch, PM snack and Dinner)	1,200.00	30,000.00			
	10	pax	Day 4: May 9, 2025 (Breakfast, AM snack and Lunch)	650.00	6,500.00			
			<b>Inclusions:</b>					
			Triple sharing with individual beds					
			LCD Projector with Projector Screen					
			Whiteboard with Marker					
			Sound System/Microphones					
			Philippine Flag					
			Extension Cords	<i>Estimated</i>				
			Wifi Connection	<i>Project</i>	267,750.00			
			Free Flowing Coffee	<i>Cost (EPC)</i>				
			Function Room (Preferably no obstruction on the center)					

OFFICE: **I-PLAN Component**

PURPOSE: **Food, Venue and Accommodation for the Focus Group Discussion (FGD) and Stakeholders Consultation Meeting (SCM) - BICOL**

**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.

Signature over Printed Name  
 Associate Procurement Officer

Name & signature of Authorized Representative: \_\_\_\_\_

Date Accomplished: \_\_\_\_\_

Registered Name of Company: \_\_\_\_\_