



REQUEST FOR QUOTATION

Name of Company _____

Complete Company Address _____

Date : June 23, 2025

PR No. : 2025-05-017 (EU)

Date Published : _____

PHILGEPS Ref. No.: _____

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for DA-PRDP.

(Printed Name above Signature)

AUTHORIZED CANVASSER

Please quote your lowest price/s on the lot or item/s below, subject to General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative not later than **June 30, 2025 at 9:00 AM** to the address stated above.

CARLENE C. COLLADO, CPA

Chairperson, Special Bids and Awards Committee

PLEASE QUOTE: AS ONE (1) LOT

SUPPLIER'S PROPOSAL BOX

LOT NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	ESTIMATED PROJECT COST (EPC)	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					Unit Price	Total Price	
1	Food, Venue and Accommodation for the Conduct of Mindanao C.A.F.E (Convergence of Agriculture and Fishery Enterprise) 4th PRDP Consultation and Workshop for Cacao Proponent Groups on July 22-25, 2025 in Davao City	1	lot	781,150.00			
	Breakdown:						
	Day 1 - July 22, 2025						
	LIVE-IN:						
	Food, Venue and Accommodation 2 Meals (Lunch and dinner) 1 Snacks (PM Snacks)	81	pax				
	LIVE-OUT:						
	Food and Venue 2 Meals (Lunch and dinner) 1 Snacks (PM Snacks)	20	pax				
	Day 2 - July 23, 2025						
	LIVE-IN:						
	Food, Venue and Accommodation 3 Meals (Breakfast, lunch and dinner) 2 Snacks (AM and PM Snacks)	81	pax				
	LIVE-OUT:						
	Food and Venue 2 Meals (Lunch and dinner) 2 Snacks (AM and PM Snacks)	20	pax				
	Day 3 - July 24, 2025						
	LIVE-IN:						
	Food, Venue and Accommodation 3 Meals (Breakfast, lunch and dinner) 2 Snacks (AM and PM Snacks)	81	pax				
	LIVE-OUT:						
	Food and Venue 2 Meals (Lunch and dinner) 2 Snacks (AM and PM Snacks)	20	pax				
	Day 4 - July 23, 2025						
	LIVE-OUT:						
	Food and Venue 1 Meal (Breakfast) 1 Snacks (AM Snacks)	81	pax				
	LIVE-OUT:						
	Food and Venue 1 Snacks (AM Snacks)	20	pax				



	Inclusions:						
	1. Free flowing coffee;						
	2. Triple sharing room with individual beds;						
	3. Venue has dedicated WIFI connection for the training venue (minimum of 100 mbps) with unlimited number of users;						
	4. Large enough venue to provide ample working space for participants;						
	5. Parking space that can accommodate at least ten (10) vehicles exclusive for PRDP;						
	6. Provide LED Wall for PowerPoint and Video Presentation, minimum of five (5) microphones (at least two wireless), extension wires and tarpaulin backdrop (10ft x 7ft in dimension); and						
	7. Huge open space for the conduct of outdoor workshops (if necessary).						
	NOTHING FOLLOWS						

BIDDER'S CERTIFICATION

Date: _____

After having carefully read and accepted your General Conditions, I/We quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in _____ (please indicate projected time of delivery) days from receipt of the Purchase Order, Letter Order, or Job Order, whichever is applicable.

**Print Name & Signature of
Authorized Representative**

Company Tel./Fax/Mobile No.

Company Tax Identification No. (TIN)

Please see General Conditions below.

GENERAL CONDITIONS

- All bidders must submit, together with this quotation, their respective Mayor/Business Permit, BIR Certificate of Registration and PhilGEPs Platinum Certification (for Php50, 000. 00 and above). **For the other compliance documents, all bidders must submit duly Notarized Omnibus Sworn Statement during the bid opening.** In the absence of PhilGEPs Platinum Certification, all bidders are required to submit in addition, their respective PhilGEPs Reference number and Income/Business Tax Return, and Professional License/ Curriculum Vitae (for Consulting Services). An expired Business/Mayor's Permit will only be accepted provided an Official Receipt for its renewal is also submitted;
- All bids may be delivered sealed, or sent through electronic mail at (prdp.psosbac01@gmail.com) and addressed to the SBAC Chairperson, Department of Agriculture-Philippine Rural Development Project (DA-PRDP) Mindanao Project Support Office, A. Angilongto Sr. Ave., Lanang, Davao City;
- All prices quoted herein are valid, binding and effective at least 60 days from the date of quotation;
- Only bidders duly registered with the Department of Trade and Industry (DTI) for Sole Proprietorship, Securities and Exchange Commission (SEC) for Partnerships and Corporations, or Cooperative Development Authority (CDA) for Cooperatives as dealers/suppliers of the goods or services called for are allowed;
- No bids shall be accepted after the time specified for the deadline of submission of bids;
- Bids shall be open ONLY by the Special Bids and Awards Committee (SBAC) on the scheduled date of opening of bids at the DA-PRDP PSO Mindanao Conference Room, or any designated room/location;
- All procurement shall be governed by the pertinent provisions of the World Bank Harmonized Procurement Guidelines under Procurement of Goods, Works and Non-Consulting Services, under IBRD Loans and IDA "Credits and Grants" by the World Bank Borrowers, as of January 2011;
- Failure on the part of the winning bidder to furnish the goods or services within the prescribed period shall make the bidder liable to the Government liquidated damages equal to at least one-tenth of one percent (0.1%) of the cost of the unperformed portion of every day of delay;
- The awarding of contract to the winning bidder is subject to the approval of the Head of Procuring Entity (HOPE) of the DA-PRDP PSO Mindanao Cluster;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.