DEPARTMENT OF AGRICULTURE
Regional Field Office No. 8
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office 8
Tacloban City
Contact No.: (053) 832-1922
email: prdp.rpco8@gmail.com / prdpprocrpco8@gmail.com

Annex 4

Date: **May 19, 2026**

REQUEST FOR QUOTATION

REQUEST FOR QUOTATION(GOODS)

The Government of the Republic of the Philippines has received a loan from the World Bank towards the cost of the Philippine Rural Development Project (PRDP) and it intends to apply part of the proceeds of this loan to payment for the cost of:

Name of contract:
To provide venue, food, and catering services for the conduct of PRDP RPCO 8 2nd QUARTER COORDINATION MEETING on June 4-5, 2026 at Tacloban City, Leyte.

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 **official canvass form shall be filled up (with the 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 specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
4. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
5. Always indicate the brand name/model of the offered item(s) or product(s).
6. Price quotation(s) submitted shall be valid THIRTY (30) days from the deadline of submission of quotations.
7. Terms of Payment within – shall be paid upon completion of services.
8. Quotation(s) / Proposal(s) shall be submitted to the Office of the BAC Secretariat, at the **DA-PRDP RPCO 8 Office, 3rd Floor Administrative Building, Kanhuraw Hill, Tacloban City.**
9. Canvass can be submitted by letter, facsimile or by electronic means.
10. Awarding shall be made on per: **[ ] item [ ] lot [ ] package.** Award shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
11. The schedule of activities shall be as follows; Ø Posting at the Phil GEPS and PRDP Website - **May 20, 2026**;
Ø Opening of Sealed Quotation **May 27, 2026,** 9:00am.

Note: PhilGEPS certificate and other documents should be solicited as requirement for awarding of contract

The Bids and Awards Committee (BAC)

PR no.: IS-26-04-096 | **Estimated Project Cost : Php 60,000.00**

Solicitation no.: IS-26-05-48 | **End-User : I-SUPPORT Component**

GEPS Posted

Canvasser

LENY R. DAVIS CPA
Chairperson, Special Bids and Awards Committee

Name of Supplier: _____

Address: _____

SIR / MADAM:

In connection with the above request, I / we submit your 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 seven (7) working days from receipt of Purchase Order / Work Order.

Contract : **To provide venue, food, and catering services for the conduct of PRDP RPCO 8 2nd QUARTER COORDINATION MEETING on June 4-5, 2026 at Tacloban City, Leyte.**

Qty.	Unit	Item / Description	Unit Cost (EPC)	Unit Price	Total Price
		May 25, 2026			
50	**pax**	**LUNCH**	**₱ 400.00**		
		Rice, Grilled Pork, Chicken Curry, Vegetable Stir-fry, Fresh Fruits, Softdrinks			
50	**pax**	**AM AND PM SNACKS**	**₱ 200.00**		
		Empanada (big) with Orange Juice / Mac & Cheese with bread & Softdrink			
		May 26, 2026			
50	**pax**	**LUNCH**	**₱ 400.00**		
		Rice, Chicken Lolipop, Pork Caldereta, Vegetable Lumpia, Fruit Salad & Softdrinks			
50	**pax**	**AM AND PM SNACKS**	**₱ 200.00**		
		Cheese Burger w/ chips & Four Seasons Juice / Siopao (Asado) with Juice			
		TERMS AND CONDITIONS:			
		The bidder shall:			
		1. Provide venue with audio visual facilities, backdrop and a free flowing-coffee for the entire duration;			
		2. In case of confirmed findings that the food served caused food-borne related health problem of attending participants in accordance to the existing law;			
		3. Bidders must follow the given menu, and serve the food on time;			
		4. Venue must be wifi ready (hi-connection speed);			
		5. Participating bidders on items with more than P50,000.00 must submit its PhilGeps Registration and Affidavit of Undertaking;			
		6. Bidders shall attach Certificate of Registration (BIR), DTI Certificate, and Business Permit			

Signature over Printed Name | Registered name of Company | Tax Identification Number | PhilGEPS Number

Telephone number(s) | Address | Date accomplished

SPECIAL BIDS AND AWARDS COMMITTEE:

DATE OPENED: _____

LENY R. DAVIS CPA
PRDP SBAC Chairman

ENGR. LYDIAN ROSE R. RUBIO
PRDP SBAC Vice Chairman

ARSENIA C. CANILLAS
PRDP SBAC Member

EDUARDO ROMANO M. DE VEYRA
PRDP SBAC Member

RAQUEL G. NEGRADAS
PRDP SBAC Member

INVITATION TO QUOTE

PROVISION OF CATERING SERVICES
Solicitation No: IS-26-05-48
Estimated Project Cost: Php 60,000.00

1. The Government of the Republic of the Philippines has received a loan from the World Bank towards the cost of the Philippine Rural Development Project (PRDP) and it intends to apply part of the proceeds of this loan to payment for the cost of Name of contract:
To provide venue, food, and catering services for the conduct of PRDP RPCO 8 2nd QUARTER COORDINATION MEETING on June 4-5, 2026 at Tacloban City, Leyte.

2. The I-SUPPORT Component, hereinafter referred to as the End-User, now requests interested suppliers to submit quotations for the:
To provide venue, food, and catering services for the conduct of PRDP RPCO 8 2nd QUARTER COORDINATION MEETING on June 4-5, 2026 at Tacloban City, Leyte.

Qty.	Unit	Item / Description
		May 25, 2026
50	**pax**	**LUNCH**
		Rice, Grilled Pork, Chicken Curry, Vegetable Stir-fry, Fresh Fruits, Softdrinks
50	**pax**	**AM AND PM SNACKS**
		Empanada (big) with Orange Juice / Mac & Cheese with bread & Softdrink
		May 26, 2026
50	**pax**	**LUNCH**
		Rice, Chicken Lolipop, Pork Caldereta, Vegetable Lumpia, Fruit Salad & Softdrinks
50	**pax**	**AM AND PM SNACKS**
		Cheese Burger w/ chips & Four Seasons Juice / Siopao (Asado) with Juice

3. All Requests for Quotations (RFQs) can be submitted through letter, facsimile or by electronic means; All entries must be typewritten or handwritten eligibly;

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Telephone No. (053) 832-1922
E-mail: prpprocrpco8@gmail.com

4. The procurement procedures will be conducted in accordance with the provisions of the World Bank Guidelines and taking into consideration the related provisions in the Project Loan Agreement and Guidelines in the Procurement under the IBRD loans and IDA credits.
5. The Procuring Entity reserves the right to accept or reject any quotation and to annul the procurement process or reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

LENY R. DAVIS CPA
Chairman

Special Bids and Awards Committee

Department of Agriculture

Philippine Rural Development Project
Regional Project Coordination Office 8