

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office III
City of San Fernando, Pampanga

Request for Quotation/ Submission of Proposal (Under rule XVI alternative methods of procurement,[Sec.53.9] Small Value Procurement)

End-User: RONALDO M. ANGAT
PR Number: 2020-08-0184
PR Date: August 20, 2020

RFQ Number: _____
RFQ Date: September 08, 2020
RFQ Sheet Number: _____

Please quote your lowest price on the item/s listed below, subject to the General Instructions below set forth, stating the shortest time of delivery.

DR. EDUARDO L. LAPUZ, JR.
BAC Chairperson

GENERAL INSTRUCTIONS TO BIDDERS:

- 1 Bidders are required to read the instructions and fill ALL the blanks in typewritten form or written legibly in permanent ink.
- 2 **DEADLINE FOR SUBMISSION OF QUOTATIONS/ BIDS SHALL BE ON : Date : September 11, 2020 Time: 5:00PM**
- 3 **Delivery / Construction/ Labour period / Services to be rendered shall be FOUR (4) Calendar Days upon the receipt of the approved *Purchase Order / Work Order / Job Order*, unless a different period is specified.**
- 4 Prospective Bidders / Suppliers are required to use this official quotation form in the accomplishment of their quotations/ bid proposals.
- 5 Any specifications other than those required/stated in this form shall not be considered in the evaluation of the **quotation/ bid/ award**.
- 6 Quotations must include all kinds of taxes for the item/s listed hereunder, including delivery charges.
- 7 Price validity shall be for a period of SIXTY (60) calendar days from the deadline for submission of quotations.
- 8 Quotations/ Proposals shall be submitted to the Office of the BAC Secretariat, City of San Fernando, Pampanga
- 9 Only sealed quotations shall be accepted.
- 10 The bidder is required to affix his signature across the flap of the sealed envelope.
- 11 Awarding shall be done by lot, unless so specified to be awarded by line item.
- 12 Validity of stocks shall be 60 calendar days from the date of the opening of bids.
- 13 **Submission of Quotation must be accompanied by:**
Mayor's Permit (certified true copy), PhilGEPS Registration Number/Certificate, Omnibus Sworn Statement (un-notarized) Original Copy with notarize will be submitted prior to Notice of Award) (if ABC is above 50,000.00) and Income Tax Return (if ABC is above P500,000.00)
- 14 Payments shall be made pursuant to DBM rules and regulations on Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable Due Creditors/Payees of all National Government Agencies (NGAS). As such, creditors/payees are advised to open Current or Savings Account (CA/SA) with any branch of Land Bank of the Philippines which is the authorized MDS-GSB of Department of Agriculture Region III. For creditors/payees, where opening of Current or Savings Account (CA/SA) with Land Bank of the Philippines is not feasible or difficult due to company policy, they shall be advised to open account with any of the banks included in the Electronic Participating Clearing System (EPCS) upon which payment of their claims shall be made through bank transfer and any bank charges shall be charged to their account.
- 15 Warranty shall be for a minimum period of three (3) months, in the case of Expendable Supplies & Materials, minimum of one (1) year for Non-Expendable Supplies after acceptance by the procuring entity of the delivered supplies.
- 16 **Any alteration without counter signature shall be rejected or disqualified.**

OTHER CONDITIONS:

DA RFO III RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS, WAIVE ANY FORMALITY HEREIN AND ACCEPT ONLY QUOTATIONS MOST ADVANTAGEOUS TO THE GOVERNMENT.

ITEM NO.	QTY.	UNIT	ITEMS & DESCRIPTION	UNIT PRICE	TOTAL AMOUNT	BRAND/MODEL
			MEALS & SNACKS			
			September 16, 2020			
	25	pax	<u>AM Snacks</u> - Nilagang Saging, Mani at Itlog, Buko Juice			
	25	pax	<u>Lunch</u> - Rice, Pinakbet, Fried Tilapia, Beef Salpicao, Bottled Water, Banana			
	25	pax	<u>PM Snacks</u> - Pancit, Chicken Sandwich, Bottled Drinks			
			September 17, 2020			
	25	pax	<u>AM Snacks</u> - Spaghetti, Ensaymada, Bottled Drinks			
	25	pax	<u>Lunch</u> - Rice, Chicken Teriyaki, Sauteed Vegetable, Fish Fillet, Bottled Water, Banana			
	25	pax	<u>PM Snacks</u> - Nilagang Saging, Mani at Itlog, Buko Juice			
			September 23, 2020			
	25	pax	<u>AM Snacks</u> - Pancit, Sandwich, Bottled Drinks			
	25	pax	<u>Lunch</u> - Rice, Chicken Dish, Vegetable Dish, Fish Dish, Bottled Water, Banana			
	25	pax	<u>PM Snacks</u> - Ensaymada, Spaghetti, Bottled Drinks			

			September 24, 2020			
	25	pax	AM Snacks - Nilagang Saging, Mani at Itlog, Buko Juice			
	25	pax	Lunch - Rice, Pork Dish, Vegetable Dish, Fish Dish, Bottled Water, Banana			
	25	pax	PM Snacks - Pancit, Sandwich, Bottled Drinks			
			to be served at Brgy. Suaverdez, Anao, Tarlac			
			GRAND TOTAL			

Approved Budget for the Contract (ABC)

SIXTY THOUSAND PESOS (P60,000.00)

Canvasser's Signature Over Printed Name

Department of Agriculture, Regional Field Office III
City of San Fernando Pampanga

Sir / Madam:
After having carefully read and accepted your General Instructions to Bidders, I/we submit you on the item at prices noted above. I/We understand that we have fully understood the minimum requirements of the project and agree to furnish delivery in conformity with the specifications described above.

Bidder's Signature Over Printed Name

Business Name

Tax Identification Number

Telephone Number/ CP No.

Business Address

E-mail address

Date Accomplished

Remarks: This form is based on Standard Form Number SF-GOOD-60; Revised on: May 24, 2004; Standard Form Title: Request for Quotations issued by GPPB