

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: <u>ROSEMARIE Q. JOSON</u>	RFQ Number: _____
PR Number: <u>2020-08-0231</u>	RFQ Date: <u>September 11, 2020</u>
PR Date: <u>August 28, 2020</u>	RFQ Sheet Number: _____

Please quote your lowest price on the item/s listed below, subject to the General Instructions below setforth, 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 16, 2020 Time: 5:00PM**
- 3 **Delivery / Construction/ Labour period / Services to be rendered shall be FIVE (5) Cale ndar 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 21, 2020			
	20	pax	<u>AM Snacks</u> - Suman, Boiled Egg & Banana, Bottled Water			
	20	pax	<u>Lunch</u> - Organic Brown Rice, Vegetable Dish, Pork/Chicken Dish, Fish Dish, Fruits, Bottled Water			
	20	pax	<u>PM Snacks</u> - Clubhouse Sandwich, Buko Juice			
	20	pax	<u>Dinner</u> - Organic Brown Rice, Vegetable Dish, Pork/Chicken Dish, Fish Dish, Fruits, Bottled Water			
			September 22, 2020			
	20	pax	<u>Breakfast</u> - Rice, Egg, Fried Fish with tomatoes, vegetables, fruits			
	20	pax	<u>AM Snacks</u> - Siopao, Banana Turon, Buko Juice			

	20	pax	Lunch - Organic Brown Rice, Vegetable Dish, Pork/Chicken Dish, Fish Dish, Fruits, Bottled Water			
	20	pax	PM Snacks - Bilo-bilo, Puto, Buko Juice			
	40	pax	Dinner - Organic Brown Rice, Vegetable Dish, Pork/Chicken Dish, Fish Dish, Fruits, Bottled Water			
			September 23, 2020			
	40	pax	Breakfast - Rice, Egg, Hotdog, Ham, Vegetables, Fruits			
	40	pax	AM Snacks - Pancit Palabok w/ garlic bread, buko juice			
	40	pax	Lunch - Organic Brown Rice, Vegetable Dish, Pork/Chicken Dish, Fish Dish, Fruits, Bottled Water			
	40	pax	PM Snacks - Pizza, Buko Juice			
	40	pax	Dinner - Organic Brown Rice, Vegetable Dish, Pork/Chicken Dish, Fish Dish, Fruits, Bottled Water			
			September 24, 2020			
	40	pax	Breakfast - Rice, Egg, Longganisa, Danggit, Tomatoes, Fruits			
	40	pax	AM Snacks - Fried Lumpia, Camote Fritters, Buko Juice			
	40	pax	Lunch - Organic Brown Rice, Vegetable Dish, Beef Dish, Fish Dish, Fruits, Bottled Water			
	40	pax	PM Snacks - Fresh Lumpia with Bread, Buko Juice			
	40	pax	Dinner - Organic Brown Rice, Vegetable Dish, Pork/Chicken Dish, Fish Dish, Fruits, Bottled Water			
			September 25, 2020			
	40	pax	Breakfast - Rice, Egg, Tinapa with Tomatoes, Ham, Vegetables, Fruits			
	40	pax	AM Snacks - Beef Shawarma, Buko Juice			
	40	pax	Lunch - Organic Brown Rice, Vegetable Dish, Beef Dish, Fish Dish, Fruits, Bottled Water			
	40	pax	PM Snacks - Burger, Buko Juice			
			<i>*****with overflowing coffee through out the activity</i>			
			<u>to be served at DA-ROS Paraiso, Tarlac City</u>			
			GRAND TOTAL			

Approved Budget for the Contract (ABC)

ONE HUNDRED FIFTY-NINE THOUSAND PESOS (P159,000.00)

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