



Republic of the Philippines  
 Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
 Science City of Muñoz, Nueva Ecija, Philippines  
 Telephone Nos. 09328696837 (Sun); 09178130852 (Globe) loc. 141/142/143/144;  
 Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

### REQUEST FOR QUOTATION

RFQ No. : R-23-03-118  
 PR No. : 23-02-G-105/104

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 13, 2023.

The Philippine Center for Postharvest Development and Mechanization (PHilMech) reserves the right to reject any or all bids/quotations, to refuse to make an award for any item/s due to budget limitation, procurement regulations, or other similar valid causes and to waive any formality not affecting the substance of the bid as the interest of the government may require. It further assumes no responsibility whatsoever to compensate or indemnify suppliers for any expense/s incurred in the preparation of their quotation/s.

  
**RAYMUND JOSEPH P. MACARANAS**  
 Authorized Official

Buyer/Canvasser

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model	
1			<b>Food and Accommodation for the conduct of the Training Course on the Operation and Maintenance of Rice Machinery in Tacloban City, Leyte on April 10-14, 2023</b>  <b>April 9, 2023 (Arrival – Sunday)</b> 10 pax Dinner 10 pax Accommodation (2 pax per room only and airconditioned)		
	62	pax	<b>April 10, 2023</b> Packed Breakfast		
	62	pax	Packed AM Snacks		
	62	pax	Packed Lunch		
	62	pax	Packed PM Snacks		
	62	pax	Packed Dinner		
	62	pax	Accommodation (2 pax per room only and airconditioned)		
	62	pax	<b>April 11, 2023</b> Packed Breakfast		
	62	pax	Packed AM Snacks		
	62	pax	Packed Lunch		
	62	pax	Packed PM Snacks		
	62	pax	Packed Dinner		
	62	pax	Accommodation (2 pax per room only and airconditioned)		
	72	pax	<b>April 12, 2023</b> Packed Breakfast		
	72	pax	Packed AM Snacks		
	72	pax	Packed Lunch		
	72	pax	Packed PM Snacks		
	72	pax	Packed Dinner		



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120	pc	Bottled water (500ml)			
62	pax	Accommodation (2 pax per room only and airconditioned)			
		<b>April 13, 2023</b>			
72	pax	Packed Breakfast			
72	pax	Packed AM Snacks			
72	pax	Packed Lunch			
72	pax	Packed PM Snacks			
72	pax	Packed Dinner			
120	pc	Bottled water (500ml)			
62	pax	Accommodation (2 pax per room only and airconditioned)			
		<b>April 14, 2023</b>			
62	pax	Packed Breakfast			
62	pax	Packed AM Snacks			
62	pax	Packed Lunch			
10	pax	Packed PM Snacks			
10	pax	Packed Dinner			
10	pax	Accommodation (2 pax per room only and airconditioned)			
		<b>Additional Requirement:</b>			
		*Meals: 3 main courses (seafoods, pork/beef/chicken & vegetable) + desserts + soup+ drinks			
		*Inclusive of Training hall for 62 pax (to consider 1-2m physical distancing), with sound system, LCD projector and Laptop			
		*With free flowing coffee			
		*75% guaranteed pax			
		*With stable internet connection			
		*Venue shall be within or nearby the hands-on site which is at maximum of 35km or 1-hr travel time			
		*Non-use of the identified unnecessary single-use plastics (cups-lower than 0.2 mm thickness, drinking straws, coffee stirrers, spoons, forks, knives, plastic labo and thin-filmed sando bags)			
		<b>Food and Accommodation for the conduct of the training course on the Postharvest Technologies: Drying and Milling in Tacloban City, Leyte on April 17-21, 2023</b>			
		<b>April 16, 2023 (Arrival – Sunday)</b>			
10	pax	Dinner			
10	pax	Accommodation (2 pax per room only and airconditioned)			



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			<b>April 17, 2023</b>		
40	pax		Packed Breakfast		
40	pax		Packed AM Snacks		
40	pax		Packed Lunch		
40	pax		Packed PM Snacks		
40	pax		Packed Dinner		
40	pax		Accommodation (2 pax per room only and airconditioned)		
			<b>April 18, 2023</b>		
40	pax		Packed Breakfast		
40	pax		Packed AM Snacks		
40	pax		Packed Lunch		
40	pax		Packed PM Snacks		
40	pax		Packed Dinner		
40	pax		Accommodation (2 pax per room only and airconditioned)		
			<b>April 19, 2023</b>		
50	pax		Packed Breakfast		
50	pax		Packed AM Snacks		
50	pax		Packed Lunch		
50	pax		Packed PM Snacks		
50	pax		Packed Dinner		
100	pc		Bottled water (500ml)		
40	pax		Accommodation (2 pax per room only and airconditioned)		
			<b>April 20, 2023</b>		
50	pax		Packed Breakfast		
50	pax		Packed AM Snacks		
50	pax		Packed Lunch		
50	pax		Packed PM Snacks		
50	pax		Packed Dinner		
100	pc		Bottled water (500ml)		
40	pax		Accommodation (2 pax per room only and airconditioned)		
			<b>April 21, 2023</b>		
40	pax		Packed Breakfast		
40	pax		Packed AM Snacks		
40	pax		Packed Lunch		
10	pax		Packed PM Snacks		
10	pax		Packed Dinner		
10	pax		Accommodation (2 pax per room only and airconditioned)		
			<b>Additional Requirement:</b>		
			*Meals: 3 main courses (seafoods, pork/beef/chicken & vegetable) + desserts + soup+ drinks		
			*Inclusive of Training hall for 40 pax (to consider 1-2m physical distancing), with sound system, LCD		





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		<p>             projector and Laptop              *With free flowing coffee              *75% guaranteed pax              *With stable internet connection              *Venue shall be within or nearby the hands-on site which is at maximum of 35km or 1-hr travel time              *Non-use of the identified unnecessary single-use plastics (cups-lower than 0.2 mm thickness, drinking straws, coffee stirrers, spoons, forks, knives, plastic labo and thin-filmed sando bags)           </p>			
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Delivery Period : \_\_\_\_\_  
 Price validity : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Terms of Payment : \_\_\_\_\_



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### General Conditions

1. The Approved Budget for the Contract (ABC) is 970,240.00
2. Specifications herein provided are the minimum requirements of the PHilMech. Hence a supplier must not offer lower specifications than required.
3. Supplemental information shall be indicated/attached in the price quotation to reflect the complete specifications e.g., brand name, model, pictures/brochures of the offer.
4. Quotation must be inclusive of all costs and applicable government taxes, including delivery charges.
5. Award of the contract shall be made to the lowest complying/responsive bid/offer.
6. Price validity shall be forty five (45) calendar days from the deadline of submission of quotation.
7. For those with ABCs above Fifty Thousand Pesos (PhP50,000.00), suppliers shall submit copies of the following documents in support of their quotation, to wit:

- |                                     |      |  |
|-------------------------------------|------|--|
| <input checked="" type="checkbox"/> | 7.1  | Current Mayor's/Business Permit                              |
| <input type="checkbox"/>            | 7.2  | DTI/SEC Certificate of Registration                          |
| <input checked="" type="checkbox"/> | 7.3  | BIR Certificate of Registration                              |
| <input checked="" type="checkbox"/> | 7.4  | PhilGEPS Registration Certificate (Platinum) all pages       |
| <input checked="" type="checkbox"/> | 7.5  | Omnibus Sworn Statement                                      |
| <input checked="" type="checkbox"/> | 7.6  | Income/Business Tax Return                                   |
| <input type="checkbox"/>            | 7.7  | Professional License/Curriculum Vitae (Consulting Services)  |
| <input type="checkbox"/>            | 7.8  | PCAB License (Infra.)  |
| <input type="checkbox"/>            | 7.9  | Net Financial Contracting Capacity (NFCC)                    |
| <input type="checkbox"/>            | 7.10 | Documents required as stated in the Technical Specifications |
| <input type="checkbox"/>            | 7.11 | Others   |

8. Supplier shall be responsible for the source/s of its goods/services/equipment, and which shall be in accordance with the schedule and specifications of the RFQ or PO. Failure of the supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the supplier.
9. Payment shall be made only upon completion and acceptance by the PHilMech.
10. Supplier warrants that all goods/services/equipment to be provided are of acceptable industry standard.
11. Delivery period shall be indicated in the quotation. A penalty of 1/10 of one percent for every day of delay shall be charged as liquidated damages on the undelivered items/services.
12. Payment shall be made upon inspection and acceptance of delivery subject to prior submission of sales invoice/delivery receipt and other requirements as maybe necessary
13. In conformity with the Direct Payment Scheme via bank debit system, please credit/deposit payment to:

Name of Bank: \_\_\_\_\_  
Bank Branch: \_\_\_\_\_  
Account Name: \_\_\_\_\_  
Account No.: \_\_\_\_\_

After having carefully read and accepted the General Conditions attached to the Request for Quotation, I/We quote you on the item/s at prices indicated above.

\_\_\_\_\_  
Printed name and signature of Authorized Representative

Designation: \_\_\_\_\_

Company Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

PhilGEPS Registration No.: \_\_\_\_\_

TIN: \_\_\_\_\_

Contact No/s.: \_\_\_\_\_

Email Address: \_\_\_\_\_