



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

REQUEST FOR QUOTATION

RFQ No. : R-23-07-392
 PR No. : 23-07-G-368

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 August 7, 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			Food, venue and accommodation for the conduct of 2 batches of the Training Course on the Operation and Maintenance of Rice Machinery on August 21-25 and August 28-September 1, 2023 in Ormoc City, Leyte or at nearby municipality Batch 1 (August 21-25, 2023) August 20, 2023 (Arrival-Sunday) 10 pax Dinner 10 pax Accommodation (2 pax per room only and airconditioned) August 21, 2023 30 pax Breakfast 30 pax AM Snacks 30 pax Lunch 30 pax PM Snacks 30 pax Dinner 30 pax Accommodation (2 pax per room only and airconditioned) August 22, 2023 30 pax Breakfast 30 pax AM Snacks 30 pax Lunch 30 pax PM Snacks 30 pax Dinner 30 pax Accommodation (2 pax per room only and airconditioned) August 23, 2023 35 pax Breakfast 40 pax Packed AM Snacks 40 pax Packed Lunch 40 pax Packed PM Snacks		



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35	pax	Dinner			
150	pc	Bottled Water, 500ml			
30	pax	Accommodation (2 pax per room only and airconditioned)			
		August 24, 2023			
35	pax	Breakfast			
40	pax	Packed AM Snacks			
40	pax	Packed Lunch			
40	pax	Packed PM Snacks			
35	pax	Dinner			
150	pc	Bottled Water 500ml			
30	pax	Accommodation (2 pax per room only and airconditioned)			
		August 25, 2023			
30	pax	Breakfast			
30	pax	AM Snacks			
30	pax	Lunch			
30	pax	PM Snacks			
10	pax	Dinner			
10	pax	Accommodation (2 pax per room only and airconditioned)			
		Food, Venue and Accommodation for the duration Batch 2 (August 28-September 1, 2023)			
		August 27, 2023 (Arrival-Sunday)			
10	pax	Dinner			
10	pax	Accommodation (2 pax per room only and airconditioned)			
		August 28, 2023			
47	pax	Breakfast			
47	pax	AM Snacks			
47	pax	Lunch			
47	pax	PM Snacks			
47	pax	Dinner			
47	pax	Accommodation (2 pax per room only and airconditioned)			
		August 29, 2023			
47	pax	Breakfast			
47	pax	AM Snacks			
47	pax	Lunch			
47	pax	PM Snacks			
47	pax	Dinner			
47	pax	Accommodation (2 pax per room only and airconditioned)			
		August 30, 2023			
52	pax	Breakfast			
57	pax	Packed AM Snacks			
57	pax	Packed Lunch			
57	pax	Packed PM Snacks			
52	pax	Dinner			



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150	pc	Bottled Water, 500ml			
47	pax	Accommodation (2 pax per room only and airconditioned)			
		August 31, 2023			
52	pax	Breakfast			
57	pax	Packed AM Snacks			
57	pax	Packed Lunch			
57	pax	Packed PM Snacks			
52	pax	Dinner			
150	pc	Bottled Water, 500ml			
47	pax	Accommodation (2 pax per room only and airconditioned)			
		September 1, 2023			
47	pax	Breakfast			
47	pax	AM Snacks			
47	pax	Lunch			
47	pax	PM Snacks			
6	day	Training Hall (can accommodate 50 pax)			
		Other Requirements			
		1. Meals: 3 main courses (seafoods, pork/beef/chicken & (vegetables) + dessert + soup + drinks			
		2. Inclusive of airconditioned training hall for 50 pax (to consider 1-2m physical distancing), with sound system, LCD projector and Laptop			
		3. with free flowing coffee			
		4. Comply/ provide health protocols implemented by Provincial IATF			
		5. 75% guaranteed pax			
		6. Non-use of unnecessary single-use plastics for meals and snacks (plastic spoon, fork, cups, straws, stirrers, knives and thin filmed sando bags)			
		7. With stable internet connection			
		8. Venue shall be near the hands-on site which is at maximum of 35km or 1-hr travel time			

Delivery Period : _____
 Price validity : _____
 Warranty : _____
 Terms of Payment : _____



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General Conditions

1. The Approved Budget for the Contract (ABC) is 704,600.00.
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: _____
~~Phil~~GEPS Registration No.: _____
TIN: _____
Contact No/s.: _____
Email Address: _____