



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.: Email add.: amp@philmech.gov.ph

REQUEST FOR QUOTATION

RFQ No. : R-23-10-504
 PR No. : 23-10-G-474

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 **October 16, 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, venu and accommodation for the conduct of the Training Course on the Operation and Maintenance of Rice Machinery on November 13-17, 2023 in Iloilo City, Iloilo or at nearby municipality November 12, 2023 (Arrival-Sunday) 10 pax Dinner 10 pax Accommodation (2 pax per room only and airconditioned) November 13, 2023 (with training hall) 49 pax Breakfast 49 pax AM Snacks 49 pax Lunch 49 pax PM Snacks 49 pax Dinner 49 pax Accommodation (2 pax per room only and airconditioned) November 14, 2023 (with training hall) 49 pax Breakfast 49 pax AM Snacks 49 pax Lunch 49 pax PM Snacks 49 pax Dinner 49 pax Accommodation (2 pax per room only and airconditioned) November 15, 2023 54 pax Breakfast 59 pax Packed AM Snacks 59 pax Packed Lunch 59 pax Packed PM Snacks 54 pax Dinner			



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180	pc	Bottled Water, 500ml			
49	pax	Accommodation (2 pax per room only and airconditioned)			
		November 16, 2023			
54	pax	Breakfast			
59	pax	Packed AM Snacks			
59	pax	Packed Lunch			
59	pax	Packed PM Snacks			
54	pax	Dinner			
180	pc	Bottled Water, 500ml			
49	pax	Accommodation (2 pax per room only and airconditioned)			
		November 17, 2023 (with training hall)			
49	pax	Breakfast			
49	pax	AM Snacks			
49	pax	Lunch			
49	pax	PM Snacks			
10	pax	Dinner			
10	pax	Accommodation (2 pax per room only and airconditioned)			
3	day	Training Hall (can accommodate 60 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 IATR			
		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 (within Oton and Alimodian, Iloilo)			
		9. Venue shall provide enough parking space			
		10. With elevator			

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



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General Conditions

1. The Approved Budget for the Contract (ABC) is 473,800.00.
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 type="checkbox"/> | 7.4 | PhilGEPS Registration Certificate (Platinum) all pages |
| <input type="checkbox"/> | 7.5 | Omnibus Sworn Statement |
| <input 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: _____