



Republic of the Philippines  
 Department of Agriculture  
**Philippine Center for Postharvest Development and Mechanization**  
 Science City of Muñoz, Nueva Ecija, Philippines  
 Telephone Nos. 09178004526 (Globe); 09178130852 (Globe) loc. 144/142/143/144  
 Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

**REQUEST FOR QUOTATION**

RFQ No. : 23-10-921  
 PR No. : 23-10-E-637

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 23, 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>Meals and Snacks for the conduct of PHilMech 2023 Agency In-house Review on November 15-16, 2023</b>  <b>November 14, 2023</b> Dinner *for the evaluators and judges arriving the day before the activity  <b>November 15, 2023</b> Breakfast AM Snacks Lunch PM Snacks Dinner  <b>November 16, 2023</b> Breakfast AM Snacks Lunch  <b>Additional Requirements:</b> *Buffet Arrangement for Breakfast, Lunch and Dinner on all dates *Packed AM and PM snacks on all dates *With free flowing coffee (Coffee, Creamer, Sugar, paper cups and stirrer included for 50 pax. Kindly include in the delivery of AM snacks) *Use biodegradable utensils (wooden spoon and fork) and containers. *See attached menu for meal arrangements		
	15	pax			
	15	pax			
	100	pax			
	50	pax			
	80	pax			
	15	pax			
	15	pax			
	100	pax			
	40	pax			

Delivery Period : \_\_\_\_\_  
 Price validity : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Terms of Payment : \_\_\_\_\_



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## REQUEST FOR QUOTATION

### General Conditions

1. The Approved Budget for the Contract (ABC) is 52,400.00
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: \_\_\_\_\_  
~~Phil~~GEPS Registration No.: \_\_\_\_\_  
TIN: \_\_\_\_\_  
Contact No/s.: \_\_\_\_\_  
Email Address: \_\_\_\_\_

<b>MENU DURING THE AGENCY IN-HOUSE REVIEW</b>		
<b>November 15-16, 2023</b>		
<b>November 14, 2023</b>		<b>SCHEDULE OF DELIVERY</b>
Dinner <i>*for the evaluators and judges arriving the day before the activity</i>	Salmon Belly Sinigang with more Vegetables, Chicken Cordon Bleu, Buko Pandan and Bottled Water(cold)	6:00PM
<b>November 15, 2023</b>		
Breakfast	Daing na Bangus, Salted Egg, Longganisa, Sliced fruits in season, Crab and Corn Soup with Canned Orange Juice (cold)	6:00AM
Snacks (am)	Chicken Empanada and Canned Pineapple Juice (cold)	9:00AM
Lunch	Seafood Cajun and Fried Pork Kare-kare, Buko Pandan and Bottled Water(cold)	11:00AM
Snacks (pm)	Sotanghon soup and Canned Four Seasons (cold)	2:00PM
Dinner	Short Ribs Sinigang with more Vegetables, Grilled Tilapia with Ensalada(with salted egg), Leche Flan and Bottled Water (cold)	6:00PM
<b>November 16, 2023</b>		
Breakfast	Tapsilog with Creamy Mushroom soup, Sliced fruits in season and Bottled Water(cold)	6:00AM
Snacks (am)	Ube Ensaymada and Canned Mango Juice (cold)	9:00AM
Lunch	Garlic Chicken with Mushroom Sauce and pieces, Stir-fried Vegetables with Mushrooms and Quail Eggs in oyster sauce, Buko Pandan and Bottled Water(cold)	11:00AM

Additional Requirements:

\*Buffet Arrangement for Breakfast, Lunch and Dinner on all dates

\*Packed AM and PM snacks on all dates

\*With free flowing coffee (Coffee, Creamer, Sugar, paper cups and stirrer included for 50 pax. Kindly include in the delivery of AM snacks.)

\*Use biodegradable utensils (wooden spoon and fork) and containers.