



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. 272/276;
 Email add.: philmech.svp2@gmail.com

REQUEST FOR QUOTATION

RFQ No. : R-24-03-099

PR No. : 24-03-G-83

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 25, 2024.

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.

Buyer/Canvasser

RICHELLE ANN L. MOROFA
 Authorized Official

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL PRICE
			Per Request		
1			Offer/Brand/Model		
			Food, Venue and Accommodation for the conduct of Training Course on Postharvest Technologies: Driving and Milling on April 8-12, 2024 and Training Course on the Operation and Maintenance of Rice Machinery on April 15-19, 2024 in Kalibo, Aklan or at nearby municipality		
			Batch 1 (April 8-12, 2024)		
			April 7, 2024 (Arrival-Friday)		
	10	pax	Dinner		
	10	pax	Accommodation (2 pax per room only and airconditioned)		
			April 8, 2024		
	25	pax	Breakfast		
	25	pax	AM Snacks		
	25	pax	Lunch		
	25	pax	PM Snacks		
	25	pax	Dinner		
	25	pax	Accommodation (2 pax per room only and airconditioned)		
			April 9, 2024		
	25	pax	Breakfast		
	25	pax	AM Snacks		
	25	pax	Lunch		
	25	pax	PM Snacks		
	25	pax	Dinner		
	25	pax	Accommodation (2 pax per room only and airconditioned)		
			April 10, 2024		



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30	pax	Breakfast			
35	pax	Packed AM Snacks			
35	pax	Packed Lunch			
35	pax	Packed PM Snacks			
35	pax	Dinner			
100	pc	Bottled Water, 500ml			
25	pax	Accommodation (2 pax per room only and airconditioned)			
		April 11, 2024			
30	pax	Breakfast			
35	pax	Packed AM Snacks			
35	pax	Packed Lunch			
35	pax	Packed PM Snacks			
35	pax	Dinner			
100	pc	Bottled Water, 500ml			
25	pax	Accommodation (2 pax per room only and airconditioned)			
		April 12, 2024			
25	pax	Breakfast			
25	pax	AM Snacks			
25	pax	Lunch			
25	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 (April 15-19, 2024)			
		April 14, 2024			
10	pax	Dinner			
10	pax	Accommodation (2 pax per room only and airconditioned)			
		April 15, 2024			
33	pax	Breakfast			
33	pax	AM Snacks			
33	pax	Lunch			
33	pax	PM Snacks			
33	pax	Dinner			
33	pax	Accommodation (2 pax per room only and airconditioned)			
		April 16, 2024			
33	pax	Breakfast			
33	pax	AM Snacks			
33	pax	Lunch			
33	pax	PM Snacks			
33	pax	Dinner			
33	pax	Accommodation (2 pax per room only and airconditioned)			
		April 17, 2024			



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38	pax	Breakfast			
43	pax	Packed AM Snacks			
43	pax	Packed Lunch			
43	pax	Packed PM Snacks			
38	pax	Dinner			
120	pc	Bottled Water, 500ml			
33	pax	Accommodation (2 pax per room only and airconditioned)			
April 18, 2024					
38	pax	Breakfast			
43	pax	Packed AM Snacks			
43	pax	Packed Lunch			
43	pax	Packed PM Snacks			
38	pax	Dinner			
120	pc	Bottled Water, 500ml			
33	pax	Accommodation (2 pax per room only and airconditioned)			
April 19, 2024					
33	pax	Breakfast			
33	pax	AM Snacks			
33	pax	Lunch			
33	pax	PM Snacks			
10	pax	Dinner			
6	day	Training Hall (can accommodate 33 pax)			
Other Requirements:					
1. Meals: 3 main courses (seafoods, pork/beef/chicken & vegetables) + dessert + soup + drinks					
2. Inclusive of airconditioned training hall for 33 pax (to consider 1-2m physical distancing), with sound system, LCD projector and Laptop					
3. With free flowing coffee					
4. 75% guaranteed pax					
5. Non-use of unnecessary single-use plastic for meals and snacks (plastic spoon, fork, cups, straws, stirrers, knives, and thin-filmed sando bags)					
6. With stable internet connection					
7. 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 **558,200.00**.
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.: _____