



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); 0917813082 (Globe) loc. 144/142/143/144

Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

**REQUEST FOR QUOTATION**

RFQ No. : 24-05-481

PR No. : 24-05-E-265

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 **May 13, 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. MOROTA**  
Authorized Official

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION		UNIT PRICE	TOTAL PRICE
			Per Request	Offer/Brand/Model		
1	1	lot	<b>Supply of materials and labor for the installation of decorations for the PHilMech Employees' Night</b>  Date: May 23, 2024 Time: 7:00 pm Venue: PHilMech's TMDC Address: PHilMech, Science City of Muñoz, Nueva Ecija No. of attendees: 700 Theme: Gabi ng Parangal / Formal Event (Ethnic Motif)  Inclusions: Stage set-up Grand Entrance and Walkway Set-up/Décor Ceiling Art/ Décor Decorative Lights Backdrops and Photo wall Photo Booth Station Brown or Red Carpet  Details: Area/Structure: Covered Court (open for site visitation) Full set-up must be completed by 6:00pm Preferred Set-Up: Design that would complement "katutubong kasuotan" / ethnic attire of attendees			

Delivery Period : \_\_\_\_\_

Price validity : \_\_\_\_\_

Warranty : \_\_\_\_\_

Terms of Payment : \_\_\_\_\_

PHilMech-AD-F-059 Rev 01 (02.23.22)



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); 0917813082 (Globe) loc. 144/142/143/144

Email add.: [amp@philmech.gov.ph](mailto:amp@philmech.gov.ph)

**REQUEST FOR QUOTATION**

**General Conditions**

1. The Approved Budget for the Contract (ABC) 150,000.00.
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 checked="" 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.: \_\_\_\_\_

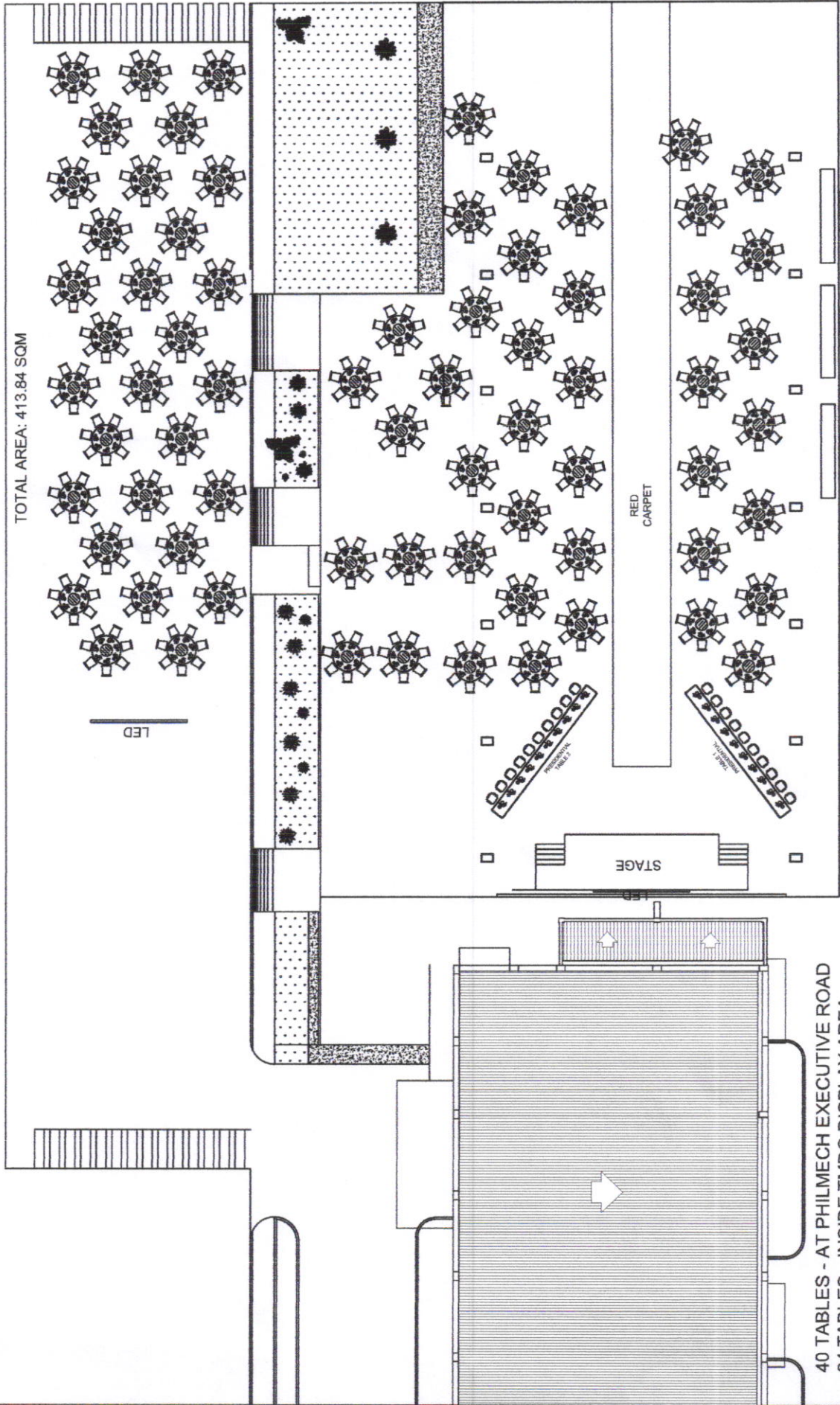
TIN: \_\_\_\_\_

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

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



TOTAL AREA: 413.84 SQM



- 40 TABLES - AT PHILMECH EXECUTIVE ROAD
- 34 TABLES - INSIDE TMDC DISPLAY AREA
- 10 TABLES - BESIDE TMDC DISPLAY AREA
- 20 CHAIRS - FOR PRESIDENTIAL TABLE

ARCHITECT:		DESIGNED BY:		PROJECT TITLE:		PREPARED BY:		APPROVED BY:		ARTICLE & SHEET CONTENT:		SHEET NO.	
PHILMECH		MA. ANTHONETTE VALIENTE ENGINEER, BMS		PROPOSED TABLE LAYOUT FOR PHILMECH EMPLOYEES NIGHT		DIONISIO G. ALVENDIA, PH.D. DIRECTOR IV		AS SHOWN		A-01		01 02	
FILE NO.:		DATE:		LOCATION:		ENGINEER, BMS		SECTION 20		DRAWINGS AND SPECIFICATIONS DULY SIGNED, STAMPED AND SEALED BY THE ARCHITECT OR HIS ASSISTANT IN ACCORDANCE WITH THE PROVISIONS OF THE ARCHITECTURE ACT AND REGULATIONS THEREUNDER, AND IN ACCORDANCE WITH THE PROVISIONS OF THE REGISTERED PROFESSIONAL ENGINEERS ACT AND REGULATIONS THEREUNDER.		PROPERTY OF THE ARCHITECT UNLESS OTHERWISE INDICATED.	
VALUITY:		DATE:		CLESU COMPOUND, SCIENCE CITY OF MUNOZ, NEWVA ECOM		ENGINEER, BMS		DIRECTOR IV		PRESIDENTIAL DISPLAY NO. 10			
TR NO.:		PLACE:								CREATED AND APPROVED BY THE ARCHITECT.			