



**REQUEST TO SUBMIT QUOTATION FOR CATERING SERVICES, FOOD & ACCOMMODATION, VAN RENTAL, AND SUPPLIES FOR THE CONDUCT OF INTERNAL AUDIT SYSTEM (IAS) OF PRDP SUBPROJECTS UNDER 2025 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION AT ESTIMATED PROJECT COST AMOUNTING TO THREE HUNDRED NINETY-SIX THOUSAND PESOS (PHP396,000.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY SHOPPING UNDER SECTION 52.1 (B) UNDER RA 9184 AND ITS REVISED IRR**

The Philippine Rural Development Project thru the Department of Agriculture Regional Field Office No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers/dealers to submit Quotation for:

Particulars		Unit Cost	ABC
<b>LOT 1 -CATERING SERVICES IN CAMARINES SUR</b>			
<b>25 pax</b>	Meals (2 Snacks and 3 meals) for <b>2 days</b>	800/pax/day	Php40,000.00
<b>Sub-total (Lot 1)</b>			<b>Php40,000.00</b>
<b>LOT 2 - FOOD &amp; ACCOMMODATION IN CAMARINES SUR</b>			
<b>10 pax</b>	Fullboard Meals (2 snacks and 3 meals) and Accommodation for <b>2 days</b>	2,400/pax/day	Php48,000.00
<b>Sub-total (Lot 2)</b>			<b>Php48,000.00</b>
<b>LOT 3 - FOOD &amp; ACCOMMODATION IN ALBAY</b>			
<b>10 pax</b>	Fullboard Meals (2 snacks and 3 meals) and Accommodation for <b>2 days</b>	2,400/pax/day	Php48,000.00
<b>Sub-total (Lot 3)</b>			<b>Php48,000.00</b>
<b>LOT 4 - FOOD &amp; ACCOMMODATION IN MASBATE</b>			
<b>15 pax</b>	Fullboard Meals (2 snacks and 3 meals) and Accommodation for <b>2 days</b>	2,400/pax/day	Php72,000.00
<b>Sub-total (Lot 4)</b>			<b>Php72,000.00</b>
<b>LOT 5 - FOOD &amp; ACCOMMODATION IN CATANDUANES</b>			
<b>15 pax</b>	Fullboard Meals (2 snacks and 3 meals) and Accommodation for <b>2 days</b>	2,400/pax/day	Php72,000.00
<b>Sub-total (Lot 5)</b>			<b>Php72,000.00</b>
<b>LOT 6 - VAN RENTAL</b>			
<b>2 units</b>	Van Rental (Masbate) for <b>3 days</b>	8,000/unit/day	Php48,000.00
<b>2 units</b>	Van Rental (Sorsogon) for <b>3 days</b>	7,000/unit/day	42,000.00
<b>Sub-total (Lot 6)</b>			<b>Php90,000.00</b>
<b>LOT 7 - SUPPLIES</b>			
<b>8 pcs</b>	Level Arch Box File A4 Folder, 2 Holes, Blue	300/pc	Php2,400.00
<b>5 bxs</b>	Tabbing for folder, Index tab, 5 sets/box	130/box	650.00
<b>10 bxs</b>	Bond Paper, A4, Sub. 20, 70 gsm, 5 reams/box	1,500/box	15,000.00
<b>5 bxs</b>	Bond Paper, Legal, Sub. 20, 70 gsm, 5 reams/box	1,500/box	7,500.00



Republic of the Philippines  
**REGIONAL FIELD OFFICE NO. 5**  
 San Agustin, Pili, Camarines Sur

<b>18 pcs</b>	Expanding Folder, Long, Green	25/pc	450.00
		<b>Sub-total (Lot 7)</b>	<b>Php26,000.00</b>
		<b>GRAND TOTAL</b>	<b>PHP396,000.00</b>

for the conduct of Internal Audit System (IAS) of PRDP Subprojects under 2025 Philippine Rural Development Program (PRDP) Implementation. The agency intends to apply the amount of **Three Hundred Ninety-Six Thousand Pesos (Php396,000.00)** as the Approved Budget for the Contract.

As per approved Purchase Request and considering the nature of requisition being not more than One Million Pesos (Php1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Negotiated Procurement-Shopping under Section 52.1 (b) of RA 9184 and its Revised IRR.

As such, **LOT 1: MAF COOP**, Pili, Camarines Sur; **JEANINE'S EATERY**, Pili, Camarines Sur; **ANJOE FOOD AND CATERING SERVICES**, Pili, Camarines Sur; **LOT 2: PRIMUS HOTEL AND RESORT**, Pacol, Naga City; **ROBIEDO INC (VILLA CACERES HOTEL)**, Magsaysay Ave., Naga City; **VILLA ROSITA**, Dinaga, Naga City; **LOT 3: LA VENEZIA HOTEL & SPA, INC**, Legazpi City, Albay; **PROXY HOTEL**, Legazpi City, Albay; **HOTEL ST. ELLIS**, Legazpi City, Albay; **LOT 4: B@M'S RESORT & CATERING SERVICES**, Masbate City, Masbate; **GAGAY'S HOTEL**, Masbate City, Masbate; **UNICA HIJA HOTEL & RESORT**, Masbate City, Masbate; **LOT 5: QUEEN MARICEL INN**, Virac, Catanduanes; **RAKDELL INN**, Virac, Catanduanes; **LUCKY HOTEL & RESORT**, Virac, Catanduanes; **LOT 6: AOL TRAVEL & TOURS**, Legazpi City, Albay; **SHEENA-EMMAN TRAVEL & TOURS**, Legazpi City, Albay; **TRAVIZIA TOURS & TRAVEL**, Legazpi City, Albay; **LOT 7: LEGAZPI JEBSON TRADING**, Legazpi City, Albay; **NASAKIAH TRADING**, Goa, Camarines Sur; **ROCKWOOD CONSUMER GOODS TRADING**, Pili, Camarines Sur; and any other interested Bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI /SEC Registration
3. PhilGeps Registration
4. BIR Registration
5. Menu (for Lots 1 to 5)
6. Picture (vehicle & plate number) (for Lot 6)
7. Picture or Brochure of the products being offered (for Lot 7)

The bidders are required to pay the non-refundable amount Five Hundred Pesos (Php500.00) per lot for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate, all copies must be marked with ear tabs or side-end to identify the page components and shall be properly addressed to the BAC Chairperson.** otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

Sealed Bid must be received by BAC Secretariat, DA RFO 5 through **manual submission** not later than **09:00 in the morning of 31 January 2025** at the BAC Office, DA RFO 5, San Agustin, Pili Camarines Sur. Late bids shall not be accepted. The Opening of Proposal shall be at 10:00AM onwards at 3rd Floor Operation Building, DA RFO-5, San Agustin, Pili, Camarines Sur.



Republic of the Philippines  
**REGIONAL FIELD OFFICE NO. 5**  
San Agustin, Pili, Camarines Sur

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or contact BAC Secretariat Office, via email [bacrfo5@gmail.com](mailto:bacrfo5@gmail.com).

January 20, 2025, San Agustin, Pili, Camarines Sur.

**(signed)**  
**LORENZO L. ALVINA**  
OIC, RTD for Research and Regulatory Division  
BAC Chairman

**MENU**  
(Cam. Sur)

<b>Meals</b>	<b>DAY 1</b>	<b>DAY 2</b>
Breakfast	Beef Tapa Fried Rice Mixed Fruits	Pork tocino Daing na bangus Garlic/Steamed rice Coffee
AM Snacks	Chicken Salad Sandwich with Juice	Lasagna Chicken Lollipops Juice
Lunch	Mixed Vegetables Roasted Pork Loin Steamed Rice Chocolate Mousse Miso Soup	Potato leek soup Roasted pepper chicken Cabbage and corn Saute Steamed rice Dark truffle cake
PM Snacks	Baked Mac and Cheese with Juice	Penne Stroganof casserole pasta with juice
Dinner	Mushroom soup Chicken BBQ Steamed Rice Buko fruit Salad	Red shrimp sinigang Beef caldereta Seafood chopseuy Caramel bread pudding Juice

**MENU**

*(Cam. Sur – Food & Accom)*

<b>Meals</b>	<b>DAY 1</b>	<b>DAY 2</b>
Breakfast	Corned Beef Sunny-Side Up Rice Banana	Beef Tapa Fried Rice Mixed Fruits
AM Snacks	Pancit Guisado Sponge Cake Soda	Clubhouse Sandwich Juice
Lunch	Fresh Lumpia Grilled Baby Back Ribs Soup Rice Sliced Fruits	Crab Fouyong Chicken Cordon Bleu Rice Soup Fresh Fruits
PM Snacks	Macaroni Salad Bread stick Juice	Lasagna Garlic Sticks Soda
Dinner	Fried Chicken Chopsuey Corn Soup Rice Fruit Salad	Grilled Fish Mixed Veggies Soup Mixed Fruits

**MENU**  
*(Albay)*

<b>Meals</b>	<b>DAY 1</b>	<b>DAY 2</b>
Breakfast	Spam Silog Banana Coffee	Beef Tapa Fried Rice Mixed Fruits
AM Snacks	Turon and Banana Cue Coke	Sliced Cake Softdrinks
Lunch	Rice Fried Tilapia Soup Fruits	Mixed Vegetables Roasted Pork Loin Steamed Rice Chocolate Mousse Miso Soup
PM Snacks	Chicken Fingers Soda	Baked Mac and Cheese with Juice
Dinner	Pork Giniling Monggo Fried Fish Gulaman	Mushroom soup Chicken BBQ Steamed Rice Buko fruit Salad

**MENU**  
*(Masbate)*

<b>Meals</b>	<b>DAY 1</b>	<b>DAY 2</b>
Breakfast	Veggies and miswa soup Chicken adobo Dried danggit Steamed rice Coffee	Crispy squid Boneless bangus Rice Miso soup
AM Snacks	Carbonara Grilled cheese sandwich Lime soda	Fresh lumpia ubod Soda Sweetened Cardava Tapioca
Lunch	Roasted pumpkin soup Tiramisu Steamed rice Juice Classic cordon bleu	Steamed chopseyu Grilled pork belly and eggplant Mango Pandan Juice
PM Snacks	Lomi Asado pandesal juice	Pancit canton Guisado with juice
Dinner	Nilagang baka sa mais Chicken inasal Pakbet Steamed rice Panna cotta	Creamy butter Garlic Mixed seafoods Buttered vegetable Crab and corn soup Potato salad

**MENU**  
(Catanduanes)

<b>Meals</b>	<b>DAY 1</b>	<b>DAY 2</b>
Breakfast	Fried smoked fish Scrambled egg with onion and tomato Garlic rice Coffee	Spam Silog Banana Coffee
AM Snacks	Clubhouse Sandwich Juice	Turon and Banana Cue Coke
Lunch	Crab Fouyong Chicken Cordon Bleu Rice Soup Fresh Fruits	Rice Fried Tilapia Soup Fruits
PM Snacks	Lasagna Garlic Sticks Soda	Chicken Fingers Soda
Dinner	Grilled Fish Mixed Veggies Soup Mixed Fruits	Pork Giniling Monggo Fried Fish Gulaman



## **VAN RENTAL MINIMUM SPECIFICATION**

- DOT accredited
- Seating Capacity: at least 12 pax or as requested by the end-user
- Vehicle must be duly registered under the name of the rental company
- Vehicle plate number/s shall be included in the bid offer
- Vehicle must be equipped with dashcam and GPS tracking device
- Vehicle must be equipped with air-condition, stereo, glass tint and seat belts
- Chauffer shall bring with him license, registrations and accreditation during travel
- Chauffer must be equipped with cellular phones for easy communication
- Winning bidder will be required to have at least one dispatcher to coordinate with the representative of the procuring entity
- Winning bidder agrees to do a daily cleanup and washing of every vehicle (at their own expense) before actual usage
- Destination: DA RFO 5, Camarines Sur, Camarines Norte, Sorsogon, Masbate, Catanduanes and Points, Hotel for accommodation of guests, vice versa and other points.

Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**Regional Field Unit No. 5**  
San Agustin, Pili, Camarines Sur

**BID FORM**  
**(GOODS)**

DEPARTMENT OF AGRICULTURE  
Regional Field Unit No. 5  
San Agustin, Pili, Camarines Sur

The Bids and Awards Committee

Gentlemen/ Ladies:

Having examined the bidding documents, the receipts of which is hereby duly acknowledge we the undersigned offer to supply/ deliver the goods requisitioned in Conformity with the said bid documents for the total amount of \_\_\_\_\_.  
( P \_\_\_\_\_ )

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items is specified quantity and unit price.

We undertake, if our Bid is duly accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by our Bid for the Bid validity period as set by the procuring entity but not exceeding one hundred twenty (120) calendar days from the date of the bids opening.

Until a formal contract is prepared and executed, this bid, together with your acceptance thereof thru Notice of Award, subject to all other Bid documents, shall be binding upon us.

We understand that you are not bound to accept the lowest of any Bid that you may receive.

We certify that we complied with the eligibility requirements as specified under RA 9184 and its IRR and the Bidding documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

Date of Bidding: \_\_\_\_\_

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Contact No. & Email Address: \_\_\_\_\_

**For Goods Offered From Within the Philippines**

Name of Project: **CATERING SERVICES, FOOD & ACCOMMODATION, VAN RENTAL, AND SUPPLIES FOR THE CONDUCT OF INTERNAL AUDIT SYSTEM (IAS) OF PRDP SUBPROJECTS UNDER 2025 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION**

Name of Bidder: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	<b>LOT 1 - CATERING SERVICES IN CAMARINES SUR</b>								
	Meals (2 Snacks and 3 meals) for 2 days		25 pax	₱	₱	₱	₱	₱	₱
<b>TOTAL FOR LOT 1</b>									₱
2	<b>LOT 2 - FOOD &amp; ACCOMMODATION IN CAMARINES SUR</b>								
	Fullboard Meals (2 snacks and 3 meals) and Accommodation for 2 days		10 pax	₱	₱	₱	₱	₱	₱
<b>TOTAL FOR LOT 2</b>									₱
3	<b>LOT 3 - FOOD &amp; ACCOMMODATION IN ALBAY</b>								
	Fullboard Meals (2 snacks and 3 meals) and Accommodation for 2 days		10 pax	₱	₱	₱	₱	₱	₱
<b>TOTAL FOR LOT 3</b>									₱
4	<b>LOT 4 - FOOD &amp; ACCOMMODATION IN MASBATE</b>								
	Fullboard Meals (2 snacks and 3 meals) and Accommodation for 2 days		15 pax	₱	₱	₱	₱	₱	₱
<b>TOTAL FOR LOT 4</b>									₱
<b>GRAND TOTAL</b>									₱

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## For Goods Offered From Within the Philippines

Name of Project: **CATERING SERVICES, FOOD & ACCOMMODATION, VAN RENTAL, AND SUPPLIES FOR THE CONDUCT OF INTERNAL AUDIT SYSTEM (IAS) OF PRDP SUBPROJECTS UNDER 2025 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION**

Name of Bidder: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
<b>5</b>	<b>LOT 5 – FOOD &amp; ACCOMMODATION IN CATANDUANES</b>								
	Fullboard Meals (2 snacks and 3 meals) and Accommodation for <b>2 days</b>		<b>15 pax</b>	₱	₱	₱	₱	₱	₱
<b>TOTAL FOR LOT 5</b>								₱	
<b>6</b>	<b>LOT 6 – VAN RENTAL</b>								
	<b><i>VAN RENTAL MINIMUM SPECIFICATION</i></b> <ul style="list-style-type: none"> <li><i>DOT accredited</i></li> <li><i>Seating Capacity: at least 12 pax or as requested by the end-user</i></li> <li><i>Vehicle must be duly registered under the name of the rental company</i></li> <li><i>Vehicle plate number/s shall be included in the bid offer</i></li> <li><i>Vehicle must be equipped with dashcam and GPS tracking device</i></li> <li><i>Vehicle must be equipped with air-condition, stereo, glass tint and seat belts</i></li> <li><i>Chauffer shall bring with him license, registrations and accreditation during travel</i></li> <li><i>Chauffer must be equipped with cellular phones for easy communication</i></li> <li><i>Winning bidder will be required to have at least one dispatcher to coordinate with the representative of the procuring entity</i></li> <li><i>Winning bidder agrees to do a daily cleanup and washing of every vehicle (at their own expense) before actual usage</i></li> <li><i>Destination: DA RFO 5, Camarines Sur, Camarines Norte, Sorsogon, Masbate, Catanduanes and Points, Hotel for accommodation of guests, vice versa and other points.</i></li> </ul>								
	Van Rental (Masbate) for <b>3 days</b>		<b>2 units</b>	₱	₱	₱	₱	₱	₱
	Van Rental (Sorsogon) for <b>3 days</b>		<b>2 units</b>	₱	₱	₱	₱	₱	₱
<b>TOTAL FOR LOT 6</b>								₱	
<b>GRAND TOTAL</b>								₱	

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**For Goods Offered From Within the Philippines**

Name of Project: **CATERING SERVICES, FOOD & ACCOMMODATION, VAN RENTAL, AND SUPPLIES FOR THE CONDUCT OF INTERNAL AUDIT SYSTEM (IAS) OF PRDP SUBPROJECTS UNDER 2025 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION**

Name of Bidder: \_\_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
7	<b>LOT 7 - SUPPLIES</b>								
	Level Arch Box File A4 Folder, 2 Holes, Blue		<b>8 pcs</b>	₱	₱	₱	₱	₱	₱
	Tabbing for folder, Index tab, 5 sets/box		<b>5 bxs</b>						
	Bond Paper, A4, Sub. 20, 70 gsm, 5 reams/box		<b>10 bxs</b>						
	Bond Paper, Legal, Sub. 20, 70 gsm, 5 reams/box		<b>5 bxs</b>						
	Expanding Folder, Long, Green		<b>18 pcs</b>						
								<b>TOTAL FOR LOT 7</b>	₱
								<b>GRAND TOTAL</b>	₱

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_