



**REQUEST TO SUBMIT QUOTATION FOR MEALS, VENUE, ACCOMMODATION, AND VAN RENTAL FOR THE CONDUCT OF RPCO 5 ACTION PLANNING EXERCISE FOR PRDP SCALE UP IMPLEMENTATION IN ALBAY UNDER 2025 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION AT ESTIMATED PROJECT COST AMOUNTING TO ONE HUNDRED SEVENTY-EIGHT THOUSAND PESOS (PHP178,000.00) 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 – MEALS, VENUE, &amp; ACCOMMODATION IN ALBAY</b>			
<ul style="list-style-type: none"> <li>• Buffet Breakfast, Lunch and Dinner</li> <li>• Plated AM and PM Snack</li> </ul> <p><b>Specifications/Inclusions:</b></p> <ul style="list-style-type: none"> <li>• LCD Projector with Projector Screen</li> <li>• Whiteboard with Markers</li> <li>• Sound System/Microphones</li> <li>• Philippine Flag</li> <li>• Extension Cords</li> <li>• Free-flowing coffee</li> <li>• Function Room (Preferably no obstruction on the center)</li> <li>• High-speed, reliable internet access suitable for business activities</li> <li>• Uninterrupted Wi-Fi coverage throughout the venue, including rooms, conference rooms, and common areas</li> <li>• The venue/accommodation provider must be accredited as a Learning Site for Agriculture</li> </ul>			
<b>55 pax</b>	Fullboard Meals (2 snacks and 3 meals) and Accommodation for <b>1 day</b>	2,400/pax/day	Php132,000.00
<b>18 pax</b>	Meals (2 Snacks and 3 meals) for <b>1 day</b>	1,000/pax	Php18,000.00
<b>Sub-total (Lot 1)</b>			<b>Php150,000.00</b>
<b>LOT 2 – VAN RENTAL</b>			
<b>MINIMUM SPECIFICATION</b>			
<ul style="list-style-type: none"> <li>• DOT accredited</li> <li>• Seating Capacity: at least 12 pax or as requested by the end-user</li> <li>• Vehicle must be duly registered under the name of the rental company</li> <li>• Vehicle plate number/s shall be included in the bid offer</li> <li>• Vehicle must be equipped with dashcam and GPS tracking device</li> <li>• Vehicle must be equipped with air-condition, stereo, glass tint and seat belts</li> <li>• Chauffer shall bring with him license, registrations and accreditation during travel</li> <li>• Chauffer must be equipped with cellular phones for easy communication</li> <li>• Winning bidder will be required to have at least one dispatcher to coordinate with the representative of the procuring entity</li> <li>• Winning bidder agrees to do a daily cleanup and washing of every vehicle (at their own expense) before actual usage</li> <li>• Destination: DA RFO 5 and Albay for accommodation of guests, vice versa and other points.</li> </ul>			
<b>2 units</b>	Van Rental (Albay) for <b>2 days</b>	7,000/unit/day	Php28,000.00
<b>Sub-total (Lot 2)</b>			<b>Php28,000.00</b>
<b>GRAND TOTAL</b>			<b>PHP178,000.00</b>



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

for the conduct of RPCO 5 Action Planning Exercise for PRDP Scale Up Implementation in Albay under 2025 Philippine Rural Development Program (PRDP) Implementation. The agency intends to apply the amount of **One Hundred Seventy-Eight Thousand Pesos (Php178,000.00)** 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: GAMBOA'S ORCHARD**, Malilipot, Albay; **EL MIRO DE SHEI INTEGRATED FARM**, Camalig, Albay; **SOLONG ECO PARK**, Camalig, Albay; **LOT 2: AOL TRAVEL & TOURS**, Legazpi City, Albay; **SHEENA-EMMAN TRAVEL & TOURS**, Legazpi City, Albay; **TRAVIZIA TOURS & TRAVEL**, Legazpi City, Albay; and any other interested Bidders are hereby requested to submit the following documents:

1. Mayor's Permit
2. DTI /SEC Registration
3. Updated PhilGeps Registration
4. BIR Registration
5. Menu **(for Lot 1)**
6. Picture **(vehicle & plate number) (for Lot 2)**

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.

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 22, 2025, San Agustin, Pili, Camarines Sur.

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

# MENU

## RPCO 5 ACTION PLANNING EXERCISE FOR PRDP SCALE UP IMPLEMENTATION CY 2025

<b>Meals</b>	<b>DAY 1</b>
<b>Breakfast</b>	Dried Pusit Scrambled Egg with Tomato and Onion Coffee Banana
<b>AM Snacks</b>	Baked Macaroni Toasted Bread Juice
<b>Lunch</b>	Beef with Broccoli Mixed Veggies Steamed Rice Juice
<b>PM Snacks</b>	Macaroni Salad Clubhouse Sandwich Juice
<b>Dinner</b>	Sweet and Sour Fish Chicken Cordon Bleu Soup Steamed Rice Fresh Fruits Mixed

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: **MEALS, VENUE, ACCOMMODATION, AND VAN RENTAL FOR THE CONDUCT OF RPCO 5 ACTION PLANNING EXERCISE FOR PRDP SCALE UP IMPLEMENTATION IN ALBAY 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 – MEALS, VENUE, &amp; ACCOMMODATION IN ALBAY</b>								
	<ul style="list-style-type: none"> <li><i>Buffet Breakfast, Lunch and Dinner</i></li> <li><i>Plated AM and PM Snack</i></li> </ul> <p><b>Specifications/Inclusions:</b></p> <ul style="list-style-type: none"> <li><i>LCD Projector with Projector Screen</i></li> <li><i>Whiteboard with Markers</i></li> <li><i>Sound System/Microphones</i></li> <li><i>Philippine Flag</i></li> <li><i>Extension Cords</i></li> <li><i>Free-flowing coffee</i></li> <li><i>Function Room (Preferably no obstruction on the center)</i></li> <li><i>High-speed, reliable internet access suitable for business activities</i></li> <li><i>Uninterrupted Wi-Fi coverage throughout the venue, including rooms, conference rooms, and common areas</i></li> <li><i>The venue/accommodation provider must be accredited as a Learning Site for Agriculture</i></li> </ul>								
	Fullboard Meals (2 snacks and 3 meals) and Accommodation for <b>1 day</b>		<b>55 pax</b>	₱	₱	₱	₱	₱	₱
	Meals (2 Snacks and 3 meals) for <b>1 day</b>		<b>18 pax</b>						
<b>TOTAL FOR LOT 1</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: **MEALS, VENUE, ACCOMMODATION, AND VAN RENTAL FOR THE CONDUCT OF RPCO 5 ACTION PLANNING EXERCISE FOR PRDP SCALE UP IMPLEMENTATION IN ALBAY UNDER 2025 PHILIPPINE RURAL DEVELOPMENT PROGRAM (PRDP) IMPLEMENTATION**

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2	<b>LOT 2 – VAN RENTAL</b> <b>VAN RENTAL MINIMUM SPECIFICATION</b> <ul style="list-style-type: none"> <li>DOT accredited</li> <li>Seating Capacity: at least 12 pax or as requested by the end-user</li> <li>Vehicle must be duly registered under the name of the rental company</li> <li>Vehicle plate number/s shall be included in the bid offer</li> <li>Vehicle must be equipped with dashcam and GPS tracking device</li> <li>Vehicle must be equipped with air-condition, stereo, glass tint and seat belts</li> <li>Chauffer shall bring with him license, registrations and accreditation during travel</li> <li>Chauffer must be equipped with cellular phones for easy communication</li> <li>Winning bidder will be required to have at least one dispatcher to coordinate with the representative of the procuring entity</li> <li>Winning bidder agrees to do a daily cleanup and washing of every vehicle (at their own expense) before actual usage</li> <li>Destination: DA RFO 5 and Albay for accommodation of guests, vice versa and other points.</li> </ul>								
	Van Rental (Albay) for <b>2 days</b>		<b>2 units</b>	₱	₱	₱	₱	₱	₱
<b>TOTAL FOR LOT 2</b>								₱	₱

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

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

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

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