Republic of the Philippines
DEPARTMENT OF AGRICULTURE
REGIONAL FIELD OFFICE 5
San Agustin, Pili, Camarines Sur

REQUEST FOR QUOTATION (RFQ)

Date: February 23, 2026

RFQ No. 2026-RFQ-Rice/ILD (RSL)-10

Company/Business Name:	
Address:	
Business/Mayor's Permit No.:	
TIN:	
PhilGEPS Registration Number **(required):**	

The Department of Agriculture Regional Field Office 5 (DA RFO 5), San Agustin, Pili, Camarines Sur, through its Bids and Awards Committee (BAC), intends to procure **LOT 1 – Food and Accommodation and LOT 2 – Van Rental for use during the conduct of Regional seed System Project Workshop** with an Approved Budget For The Contract (ABC) of **One Hundred Ninety-Nine Thousand Five Hundred Pesos (Php 199,500.00)** through Section 34 (Small Value Procurement) of the Implementing Rules And Regulations (IRR) of Republic Act No. 12009.

All interested bidders are hereby requested to submit the following documents:

1. Duly filled up Suppliers Quotation Form
2. Valid/Current Mayor's Permit/Business Permit or in its absence, expired Business or Mayor's Permit with Official Receipt of renewal, subject to submission of valid/updated Business or Mayor's permit after award but before payment;
3. DTI/SEC/CDA Registration
4. PhilGEPS Registration (If Platinum Membership, it should be valid and updated (all pages) or Red Membership)
5. Omnibus Sworn Statement (Revised)
6. BIR Form 2303 (Certificate of Registration)
7. Income Tax Return (for ABC above Php500K)
8. Menu for LOT 1

The bidders are required to pay the non-refundable amount of Five Hundred Pesos (Php500.00) for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. All submitted documents must be in **duplicate (ORIGINAL and COPY 1), all copies must be marked with index/ear tabs or side-end tabs to identify the page components**, 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 Office, DA RFO 5 through **manual submission** not later than **10:00AM of 27 February 2026** at the BAC Office, DA RFO-V, San Agustin, Pili, Camarines Sur.

Late bids shall not be accepted. Opening of proposal shall be at 1:00 in the afternoon onwards at 3rd Floor, Sta Catalina Hall, Operations Building, DA RFO-V, San Agustin, Pili, Camarines Sur

For any clarification, you may contact BAC Secretariat via email bacrfo5@gmail.com.

LORENZO L. ALVINA, RAgr, MPM
OIC, RTD for Research and Regulations
Chairperson, Bids and Awards Committee

TERMS AND CONDITIONS

1. The Project shall be awarded as follows:
    - One Project having several items grouped into several lots, which shall be awarded as separate contracts per lot
2. Delivery shall be within Sixty (30) calendar days upon issuance of Notice to Proceed.
3. Price quotation/s must be valid for a period of sixty (30) calendar days from the date of submission.
4. Price quotation/s, to be denominated in Philippine Peso, shall include the Supplier's profit and all taxes, duties and/or levies payable.
5. Quotation exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures, or overwriting shall be valid if they are signed or initialed by the proponent or its duly authorized representative/s.
8. In case two or more proponents are determined to have submitted the Lowest Calculated Offer/ Lowest Calculated and Responsive Offer, the Procurement Section, GSD, AS shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06 2005.
9. The item/s shall be delivered according to the requirements specified in the Supplier's Quotation Form and Technical Specifications.
10. Payment shall be made after delivery, completion, and upon submission of the required supporting documents, i.e. order slip and/or billing statement, by the proponent.
11. Liquidated damages which is equivalent to one-tenth of one percent (0.1%) of the total value of project shall be imposed per day of delay had the goods/services were not delivered on the prescribed date/time.
12. The warranty shall be one (1) year after acceptance by the Procuring Entity of the delivered goods.

Note:
The proponent shall affirm with this form complying with all the Terms and Conditions which shall be submitted/placed/enclosed together with the Supplier's Quotation Form.

_____
Printed Name/Signature

_____
Business Address

_____
Telephone No./Mobile No./E-Mail Address

_____
Date

SUPPLIER'S QUOTATION FORM

Catering Services for use in Various Meetings of RSBSA

Item No.	Description	QTY	UNIT PRICE	TOTAL ABC	**PRICE PER UNIT**	**TOTAL PRICE**
LOT 1 - Food and Accommodation						
	Day 0 : Dinner and Accommodation	5 pax	1,400.00	7,000.00		
	Day 1 : Full Meal and Accommodation	35 pax	2,400.00	84,000.00		
	Day 2 : Full Meal and Accommodation	35 pax	2,400.00	84,000.00		
	Day 3 : Breakfast	35 pax	300.00	10,500.00		
	TOTAL FOR LOT 1 -			**175,000.00**		
LOT 2 – Van Rental (for 2 days)		1 unit	7,000.00	14,000.00		
	TOTAL FOR LOT 2			**14,000.00**		
	GRAND TOTAL			**199,500.00**		

Notes:
a. All prices are inclusive of government tax.
b. Attached is the "Terms and Conditions" and "Terms of Reference" for the project.

DELIVERY PERIOD : ✓ 30 calendar days
PRICE VALIDITY : ✓ 30 calendar days
WARRANTY : ✓ _____ months

After having carefully read, understood, and accepted the Terms and Conditions as well as the Technical Specifications, I/We quote at prices as above indicated.

_____
Printed Name/Signature

_____
Business Address

_____
Telephone No./Mobile No./E-Mail Address

_____
Date

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at [*Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

   - *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of ***[****Name of Bidder]* with office address at *[Address of Bidder]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any

and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants,

head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

   Select one, delete the rest:

   - *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

   - *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and

9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

   a) Carefully examine all of the Bidding Documents;

   b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

   c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

   d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.

10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

SUBSCRIBED AND SWORN to before me this _____ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

MENU

AM Snacks	Lunch	PM Snacks
Cheesy Lasagña Garlic Bread Canned Pineapple Juice	Chicken Marsala Breaded Tonkatsu Stir Fried Togue with Tofu Steamed Rice Mango Tapioca Bottled Water	Sotanghon Puto Bottled Juice

AM Snacks	Lunch	PM Snacks
Pancit Guisado Toasted Siopao Canned Pineapple Juice	Pork Steak Fried Fish Mixed Veggies Steamed Rice Leche Flan Bottled Water	Spaghetti Garlic Bread Bottled Juice

AM Snacks	Lunch	PM Snacks
Baked Macaroni Cheese sticks Bottled Juice	Pork Kaldereta Fish Fillet Chopsuey Steamed Rice Fruit Salad Bottled Water	Pancit Palaboc Toasted bread Bottled Juice