



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman 1100 Quezon City
+63(2) 8928-8741 to 64 and +63(2) 8273-2474

March 19, 2025

REQUEST FOR QUOTATION
No. SH- 018 - 25 (OPEN CANVASS)
PHP15,000.00 BELOW

A. MANDATORY REQUIREMENTS

1. Submission of documentary requirements:

- ✓ **Valid Mayor's /Business Permit** or Recently Expired Mayor's/Business Permit for CY 2024 and the Official Receipt as proof of Renewal for CY 2025
- ✓ **PhilGEPS Registration/Organization Number (Red Membership)**
- ✓ **Proof of authority shall be in the following forms, as applicable:**
 - For Single Proprietorship – **Special Power of Attorney**, in case the person signing this Request for Quotation is NOT the business owner, in its original and duly notarized form.
 - For Corporation – **Board Resolution/Secretary's Certificate**, in its original and duly notarized form.
 - For One Person Corporation (OPC) – **President's Certificate/Secretary's Certificate**, in its original and duly notarized form.

****The Proof of Authority shall clearly reflect the name of the authorized representative and the project title as indicated in this RFQ.***

***In lieu of Mayor's/Business Permit and PhilGEPS Registration Number, a valid PhilGEPS Certificate of Platinum Membership OR a Copy of your DA Bidder's Registry Certificate may be submitted**

B. INSTRUCTIONS:

1. Please write **legibly**.
2. The Request for Quotation (RFQ) form must be submitted in **original form**. The Authorized Representative must affix their wet signature on the RFQ form submitted.
3. Blanks with **asterisk (*) are mandatory**. Failure to fill-up said blanks is a ground to disqualify your quotation.
4. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **unit price and total price** as well as **sub-total and grand total (if applicable)** and affix their **signature over printed name** indicated in the lower portion of this form.
5. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. Any **interlineations, erasures, or overwriting** shall be valid only if they are **signed or initialed** by the Bidders/Suppliers or their Authorized Representative.
7. Quotation(s)/Proposal(s) shall be submitted to the Office of the **Procurement Division, 2nd Floor, New Building, Department of Agriculture – Central Office**, Elliptical Road, Diliman, Quezon City.
8. **DEADLINE FOR SUBMISSION OF BIDS: March 27, 2025 at 12:00nn.**
9. **DELIVERY PERIOD: within fourteen (14) Calendar Days from the receipt of the Work Order/Purchase Order.**

C. IMPORTANT NOTES:

1. Price quotation(s) submitted shall be valid for a maximum period of **One Hundred Twenty (120)** calendar days reckoned from the deadline for submission of quotations as reflected in this form.
2. Awarding shall be done per **LOT**.
3. Terms of Payment: **Within Thirty (30) calendar days upon acceptance of the items/services rendered.**
4. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the DA-BAC shall employ "**draw lots**" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
5. The Guidelines for Blacklisting set forth in the existing Philippine Government Procurement Act shall apply in case any of the violations listed under aforementioned law, thereof is/are committed without prejudice for forfeiture of performance security.
6. The Department of Agriculture reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with existing Philippine Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.

NOTICE/ANNOUNCEMENT:

The Department of Agriculture does not condone any form of solicitation on any prospective winning and losing bidders.

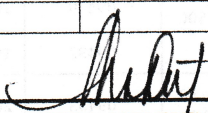
PR No. 25-0451

ABC: PhP10,000.00

End-User: FDC

Mode of Procurement: Shopping [Section 52.1 (b)]

Qty.	Unit	ITEM/DESCRIPTION	Ceiling price (Php)	Unit Price in PhP	Total Price in PhP (Qty x Unit Price x No. of days)
		SUPPLY AND DELIVERY OF COOKWARE TO BE USED IN PRODUCT DEVELOPMENT OF VALUE-ADDED PRODUCTS OF HVCDP			
1	set	Cookware, stainless steel, inclusive of but not limited to: -fry pan -sauce pan -stock pot -wok -cover lid/s			
		Please see the Technical Specifications as an integral part of the RFQ			
		TOTAL AMOUNT			


ATTY. MELINDA D. DEYO
Chief, Procurement Division

DA Bids and Awards Committee (BAC)
Elliptical Road, Diliman, Quezon City

SIR/MADAM:

In connection with the above requirement(s), I/We submit our quotation/proposal indicated above. I/We carefully read and fully understand the minimum requirements and agree to furnish and/or deliver the above-mentioned requirement(s) in conformity with the specifications/terms or reference/scope of work indicated/attached thereto.

*Signature Over Printed Name of Authorized Representative

*Name of the Business Enterprise/Company

*PhilGEPS Registration/Organization Number (Red Membership)

*Contact Number(s)

*Office Address

Email Address of the Bidder (Optional)

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer, Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

*Banking Institution: _____

*Account Number: _____

*Account Name: _____

*Branch: _____

SH- 018-25
PR NO. 25-0451-FDC
MLZ

TECHNICAL SPECIFICATIONS

Supply and Delivery of Cookware Set at Food Development Center (FDC)

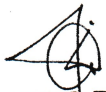
ABC: PhP 10,000.00

One (1) set Cookware

- Stainless steel material
- Inclusive of but not limited to: fry pan, sauce pan, stock pot, and cover lid/s

Delivery Site: Department of Agriculture – Food Development Center
FTI Complex, Western Bicutan, Taguig City, Metro Manila

Prepared by:



LAURO D. ALKUINO
Officer-In-Charge
Technology Development Division

Noted by:



ALBERTO R. CARISO, JR., PFT
Project Manager III
Food Development Center