



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

August 22, 2025

**REQUEST FOR QUOTATION**  
**No. SVP-079-25**

**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)**
- ✓ **Income Tax Returns** (Annual Income Tax Return of the preceding tax year) OR Business Tax Returns (Value Added Tax or Percentage tax return covering the previous six months).
- ✓ **Original and Notarized Omnibus Sworn Statement (New Prescribed Standard Form under NGPA from GPPB website) with proof of authority** as a necessary attachment. 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**

Additional mandatory requirements:

- ✓ **Certificate of Site Inspection** as proof of site visit to the DA-General Services Division (GSD)
- ✓ **Must have completed a single contract that is similar to this project for the past 3 years, equivalent to at least fifty percent (50%) of the ABC. The contractor/supplier shall submit a Certificate of Completion and Acceptance and any of these documents: a Copy of the Contract/NTP, Work Order, or Purchase Order as proof of similar project Implementation.**

**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. Failure to fill out the mandatory information may be ground for disqualification.
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. **Unsealed or unmarked** bid envelopes shall be **rejected**. In case of bid envelopes that are not properly sealed or marked, the BAC shall assume no responsibility for the premature opening of its content. **Please indicate the Solicitation Number and RFQ Number of the project in the front of the sealed bid envelope.**
8. Quotation(s)/Proposal(s) shall be submitted to the Office of the **Procurement Division, 2<sup>nd</sup> Floor, New Building, Department of Agriculture – Central Office**, Elliptical Road, Diliman, Quezon City.
9. **DEADLINE FOR SUBMISSION OF BIDS: August 29, 2025 at 12:00nn.**
10. **DELIVERY PERIOD: Please see attached Terms of Reference.**

**C. IMPORTANT NOTES:**

1. Price quotation(s) submitted shall be valid for a maximum period of **One Hundred Twenty (120) days** reckoned from the deadline for submission of quotations as reflected in this form.
2. Awarding shall be done by **LOT**.
3. Terms of Payment: **Please see attached Terms of Reference.**
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 New 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. Non-submission of the Required Forms or non-inclusion of the mandatory provisions in any of the Required forms shall be a ground for disqualification.
7. 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 New Government Procurement Act, without thereby incurring any liability to the affected bidder or bidders.

**NOTICE/ANNOUNCEMENT:**

*Department of Agriculture does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported (NBI) for entrapment and proper investigation immediately to the Office of the Secretary or the National Bureau of Investigation.*

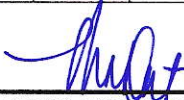
PR No. 25-1475

ABC: PhP1,000,000.00

End-User: GSD

Mode of Procurement: Small Value Procurement

Qty.	Unit	ITEM/DESCRIPTION	Ceiling price (Php)	No. of Days	Unit Price in PhP	Total Price in PhP (Qty x No. of Days x Unit Price)
		<b>SUPPLY, DELIVERY AND INSTALLATION OF FURNITURE AND FIXTURES OF THE OFFICE OF ASSISTANT SECRETARY FOR POLICY AND REGULATIONS</b>				
1	lot	Supply, delivery and installation of furniture and fixtures of the Office of Assistant Secretary for Policy and Regulations	1,000,000.00			
		<b>Terms of Reference is attached as an integral part of the RFQ</b>				
		<b>TOTAL AMOUNT</b>				



**ATTY. MELINDA D. DEYTO**  
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  
Owner/Authorized Representative

\_\_\_\_\_  
Name of the Business  
Enterprise/Company

\_\_\_\_\_  
PhilGEPS Registration/Organization  
Number (Red Membership)

\_\_\_\_\_  
Contact Number(s)

\_\_\_\_\_  
Office Address

\_\_\_\_\_  
Email Address of the Bidder

**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: \_\_\_\_\_

No. SVP- 079-25  
PR NO. 25-1475-GSD  
Orv

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