



Philippine Rice Research Institute

DA-PhilRice Bicol Branch Station
Batang, Ligao City, 4504 Albay

Date: 2026-02-03

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your best offer for the item/s listed below, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than February 11, 2026 to bclbac.secretariat@mail.philrice.gov.ph or send via fax or drop at PMU box at Procurement Management Unit (PMU), Batang, Ligao City, 4504 Albay. For any clarification you may call/send through fax to (052)-431-0122 or PMU no. 0999-456-9548.

Darlah Charmaine M. Zaragoza
BUYER/CANVASSER

Ian Stallone G. Palima
AO II

INSTRUCTIONS:

- 1. Accomplish this RFQ correctly and accurately.
2. Please do not leave any blank items. Indicate "0" if the item being offered is for free and "NO BID" if no offer.
3. Do not alter the contents of this form in any way.
4. All technical specifications are mandatory. Fill in the column designated for technical specifications of your offer, you may specify the brand and model if applicable. Use additional sheet if needed or attach a brochure.
5. Failure to follow these instructions will disqualify your quotation.
6. NEW suppliers/bidders are required to submit a photocopy/e-copy of valid Mayor's Business Permit, BIR Registration 2303, DTI/SEC/CDA Registration (whichever is applicable), valid PhilGEPS Registration Number, and valid PCAB License (if applicable) together with their quotations. Please disregard if you have submitted an updated copy/ies to PMD. This shall be subjected to validation.
7. Award of items in this RFQ will be: [ ] per item [x] per lot.
8. For awarding per lot, supplier shall provide quotation for all the items, otherwise the quote will be disregarded.
9. Awarding per item accepts partial bids.

Procurement Project Title: Procurement of Food Ordering Services of DA-PhilRice Bicol for Various Meetings, Seminars and Workshops in the station from January to June 2026 charged to RBS-231-000 and BIC-210-000.

Procurement Project No.: BCL26-CORP-27.1 PR No.: 2026-01-0034, 2026-02-0076,

Approved Budget of the Contract: 313,800.00

Table with 7 columns: Item No., Quantity, ABC, Unit, Item and Description, Unit Price, Total Amount. Row 1: Item 1, Quantity 1, ABC 13,800.00, Unit lot, Description: Meals and snacks, Food Ordering of DA-PhilRice Bicol for R&D Meetings and Reviews, Conferences and Audits from January to March 2026, Lunch/Dinner - 56 pax @Php150.00/pax, Menu: 1 natural juice drink, 1 water, 1 dessert/ sliced fruit, 1 healthier rice (eg. rice mix/brown/pigmented rice), 1 soup (clear broth or vegetable soup), 2 meat or seafood dishes, 1 vegetable, 1 salad, AM/PM Snacks - 54 pax @ Php100.00/pax, Menu: 1 natural juice drink/coffee, 1 water, 1 native snack (eg. banana/kamote/nuts or other alternatives), 1 healthier pasta/noodle dish, 1 fruit dessert, 1 bread/biscuit or other alternatives.

Better Rice Communities.

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Email: jasienes@exchange.philrice.gov.ph
Websites: www.philrice.gov.ph, www.pinoyrice.com
Social Media: web.facebook.com/bicol.philrice
RFQ Control No.: 2026-02-0029 (C)

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE





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				<p>Serving Time: AM Snack (8:30am) Lunch (10:30am) PM Snack (2:30pm) Dinner (6:00PM)</p> <p>Note: * Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no soft drinks. * Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event. * Sight inspection will be scheduled prior to the evaluation of the quotation * Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity * Additional Requirement: Company's Profile and Sanitary and Health Permit * The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired * The bid price submitted by the winning bidder shall not be increased during the duration of the contract. * Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks) * Caterer with Lowest Calculated Quotation shall agree to provide a taste test of chosen Menu for the BAC Members and TWG with approximately 5-7 persons.</p>			
2	1	136,920.00	lot	<p>Meals and snacks Food ordering from January to June 2026 to support the conduct of seminars, trainings, workshops, reviews, institutional events, and event hosting, (with or without non-PhilRice guests)</p> <p>Lunch/Dinner for 250 pax @ Php 300.00/pax AM/PM Snack for 516 pax @ Php 120.00/pax</p> <p>Menu: AM/PM Snacks: 1 natural juice drink/coffee, 1 water, 1 bread/noodles or pasta dish/ native, cakes/other, 1 fruit dessert</p> <p>Lunch/Dinner: 1 natural juice drink/coffee, 1 water, 1 dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad</p> <p>Serving Time: AM Snack (9:00am)</p>			

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				<p>Lunch (11:00am) PM Snack (2:30pm) Dinner (6:00pm)</p> <p>NOTE: *Provide table of menu corresponding to the quoted price from which the end-user may select meals/snacks for each activity. Availability of Halal Food. Strictly no softdrinks. *Date, Menu, Quantity and Catering Service Style/s to be identified by end-user at least 2 days before the event. *Sight inspection will be scheduled prior to the evaluation of the quotation *Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity *Additional Requirement: Company's Profile and Sanitary and Health Permit *The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired *The bid price submitted by the winning bidder shall not be increased during the duration of the contract. *Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks) *Caterer with Lowest Calculated Quotation shall agree to provide a taste test of chosen Menu for the BAC Members and TWG with approximately 5-7 persons.</p>			
3	1	163,080.00	lot	<p>Meals and snacks Food ordering from January to June 2026 to support the conduct of internal meetings with non-PhilRice participants and clean-up-related activities.</p> <p>Internal Meetings: AM/PM Snack for 276 pax @ Php 80.00/pax Lunch for 275 pax @ Php 200.00/pax</p> <p>Menu: AM/PM Snack- 1 natural juice/coffee/water, 1 bread/noodle or pasta dish/native cakes/others, 1 fruit/dessert</p> <p>Lunch- 1 natural juice drink/coffee/water, 1 dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad</p> <p>Internal meetings with non-PhilRice participants and clean-up-related activities: AM/PM Snack for 485 pax @ Php</p>			

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			<p>100.00/pax Lunch/Dinner for 150 pax @ Php 250.00/pax</p> <p>Menu: AM/PM Snacks- 1 natural juice drink/coffee, 1 water, 1 bread/noodles or pasta dish/ native, cakes/other, 1 fruit dessert</p> <p>Lunch/Dinner- 1 natural juice drink/coffee, 1 water, 1 dessert/fruit, 1 rice, 1 soup, 2 meat or seafood dishes, 1 vegetable, 1 salad</p> <p>Serving Time: AM Snack(9:00am) Lunch(11:00am) PM Snack(2:30pm) Dinner(6:00pm)</p> <p>NOTE: *Provide table of menu corresponding to the quoted price from which the end- user may select meals/snacks for each activity. Availability of Halal Food. Strictly no softdrinks. *Date, Menu, Quantity and Catering Service Style/s to be identified by end- user at least 2 days before the event. *Sight inspection will be scheduled prior to the evaluation of the quotation *Provision of Monoblock tables and chairs (as needed) and free-flowing coffee and water for 20 (at most) participants in one activity *Additional Requirement: Company's Profile and Sanitary and Health Permit *The agreement shall be terminated (1) when the specified total estimated quantity has been exhausted (2) when the specified duration of the Agreement has expired *The bid price submitted by the winning bidder shall not be increased during the duration of the contract. *Payment shall be made to the supplier on a monthly billing basis. (Based on actual number of delivered Meals/Snacks) *Caterer with Lowest Calculated Quotation shall agree to provide a taste test of chosen Menu for the BAC Members and TWG with approximately 5-7 persons.</p>		
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**TERMS AND CONDITIONS**

Delivery Period:	139 calendar days
Price Validity:	30 CD <input checked="" type="checkbox"/> 45 CD <input type="checkbox"/> 60 CD <input type="checkbox"/> 90 CD <input type="checkbox"/> 120 CD <input type="checkbox"/> Others <input type="checkbox"/> _____
Place of Delivery:	<input type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Building, Elliptical Road, Diliman, Quezon City <input checked="" type="radio"/> Others: Batang, Ligao City, 4504 Albay
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
Payment Term:	30 calendar days

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1. Price quotations shall include all taxes, duties and/or levies. Deductions of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
  2. Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
  3. Award of contract shall be made to the lowest quotations (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein
  4. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PhilRice shall adopt and employ "draw lots" or "toss coin" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
  5. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
  6. The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
  7. Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which do not conform with the technical specifications.
  8. Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed. PhilRice shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of contract, without prejudice to other courses of actions and remedies open to it.
  9. The Bidder warrants that s/he has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.
  10. The winning Bidder is required to submit a photocopy of Latest Income/Business Tax Return and original copy of Omnibus Sworn Statement prescribed by the GPPB before the award of the goods delivered/services rendered.
  11. Payment shall be made within (30) days after 100% completion of delivery subject to submission and/or completion of supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's/Supplier's account.
- After having carefully read and accepted the Procurement Terms & Conditions, I/We quote you on the item at prices noted above.

\_\_\_\_\_  
**PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE**

Designation: \_\_\_\_\_

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

Business Address: \_\_\_\_\_

**PhilGEPS Registration No.:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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