



202405156

Form 1.001
 File Number: **202405159**
 Date: **MAY 23 2024**

[Signature]
 HAI J. JUAN

GENERAL INSTRUCTIONS TO BIDDERS

1. Bidders are required to read the instructions and fill the blanks in Specification form as written legibly in permanent ink.
2. **DEADLINE FOR SUBMISSION OF QUOTATIONS: BIDS SHALL BE ON** _____ **DATE** _____
3. Bidders are required to use the official quotation form in the accomplishment of their quotations and proposals.
4. Bidders must enclose all kinds of taxes for the items being hereunder, including delivery charges.
5. Price validity shall be for a period of **90** calendar days from the deadline for submission of quotations.
6. Bidding proposals shall be submitted to the Office of the SAC, San Ramon, Davao Occidental, Davao Region.
7. Only sealed quotations shall be accepted.
8. Bidding shall be done by lot, unless so specified to be awarded by the item.
9. Bids of stocks shall be 90 calendar days from the date of the opening of bids.
10. Bidders must have a counter check of the prospective bidder or else the bid will be rejected.
11. Payments shall be pursuant to DBM Circular No. 2013-16 dated December 23, 2013 on Implementation of the Expanded Modified Direct Payment Scheme (EMDPS) for Accounts Payable Due Creditors/Payers of all National Government Agencies (NGAs) including other agencies herein. As such, creditors/payers are advised to open Current or Savings Account (CASA) with any branch of Land Bank of the Philippines which is the authorized MDS/SSB of Department of Agriculture Region I.
12. Participating Clearing System (EPCS) upon which payment of their claims shall be made through bank transfer and any bank charges shall be charged to their account.
13. Warranty shall be for a minimum period of three (3) months, in the case of Expendable Supplies & Materials, minimum of one (1) year Non-Expendable Supplies after acceptance by the procuring entity of the delivered supplies.

ARTICLE III BIDDING: THE RIGHT TO REJECT ANY OR ALL QUOTATIONS, WAIVE ANY FORMALITY HEREIN AND ACCEPT ONLY QUOTATIONS MOST ADVANTAGEOUS TO THE GOVERNMENT

ITEM NO.	QTY	UNIT	ITEMS & UNIT DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
			FOOD & CATERING SERVICES		
1	35 x 10	(serving x day)	Breakfast (Unlimited Rice, 100 grams main course, 100 grams side dish, dessert, 1 bowl of soup)		
2	35 x 10	(serving x day)	Am Snack (200 grams hot meal with drinks or 200 grams dried meal e.g. sandwich, etc with drinks)		
3	35 x 10	(serving x day)	Lunch (Unlimited Rice, 150 grams main course, 150 grams side dish, 200 grams vegetable, 50 grams dessert)		
4	35 x 10	(serving x day)	Pm Snack (200 grams hot meal with drinks or 200 grams dried meal e.g. sandwich, etc with drinks)		
5	35 x 10	(serving x day)	Dinner (Unlimited Rice, 150 grams main course, 150 grams side dish, 200 grams vegetable, 50 grams dessert)		
			Note: *Food must be served hot *With free flowing brewed coffee / choco / tea *With peanuts and candies on the side *Possible changes to the menu will occur if the participants and TMT requested		
			*****nothing follows*****		
			To be served during the conduct of "Training of Trainers on Participatory Guarantee System (PGS) 2" at AT/RTC III San Ramon, Davao Occidental, Davao Region on July 15-19, 2024 & August 5-9, 2024		
GRAND TOTAL					

Approved Budget for the Contract (ABC) **315,000.00**

THE BIDS AND AWARDS COMMITTEE
 Department of Agriculture, AT/RTC III
 San Ramon, Davao Occidental, Davao Region

By / Madam: After having carefully read and accepted your General Instructions to Bidders, I/we warrant you on the item as given above. I/we understand that we have fully understood the submission requirements of the proposal and agree to furnish delivery in conformity with the specifications described above.

Bidder's Signature (Over Printed Name) _____ Business Name _____ The Identification Number _____
 Telephone Number (P No) _____ Business Address _____ E-mail address _____
 Date _____

Contractor's Signature (Over Printed Name)

