



Republic of the Philippines
Department of Agriculture

SUGAR REGULATORY ADMINISTRATION

Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101

TIN 000-784-336

Website: <http://www.sra.gov.ph>

Email Address: srahead@sra.gov.ph

Tel No. (632) 8929-3633, (632) 3455-2135, (632) 3455-3376

MEMO-VIS-BAC-2025-June 007

NOTICE OF ERRATUM

Sugar Regulatory Administration
June 10, 2025

To: All Interested Bidders/Suppliers

Re: Changes of Date in PhilGEPS Bid Notice Abstract

Procurement 1: Catering Services

Project Title: Meals and Snacks for the Celebration of SRA Anniversary

Reference Number: 12080503

Incorrect Details in Description: June 13, 2025

Correct Details in Description: June 16, 2025

As per end user's justification, we hereby issue this Notice of Erratum to correct inaccuracies in the aforementioned documents. This notice serves to rectify the details of PhilGEPS Bid Notice Abstract as abovementioned.

With this matter, we have to post the erratum at the website of the Procuring Entity and its conspicuous place following the guidelines under section 3, APPENDIX 33 of the Revised IRR of RA 9184:

"All PEs are reminded of the following transparency and accountability requirements under the Republic Act (RA) No. 9184 and its 2016 revised Implementing Rules and Regulations (IRR), the General Appropriations Act (GAA), Resolutions issued by the Government Procurement Policy Board (GPPB) and other relevant laws, rules and regulations."

Disclaimer: This Notice of Erratum supersedes all previous publications regarding these procurements.

For the proper guidance of all interested parties.



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Prepared by:


NATASHA KIM G. PESQUERA
RBAC Secretariat Head

Noted by:


ATTY. GUILLERMO C. TEJIDA III
Chairperson
Regional Bids and Awards Committee



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MEMO-VIS-AFD-GAD/HRRS-2025-JUNE-004



Date : June 9, 2025

For : **ATTY. GUILLERMO TEJIDA, III**
RBAC Chairman

From : **ATTY. JOHANA S. JADOC**
Manager III, AFD Visayas

Subject : **Justification on the Change of Date of SRA Anniversary Celebration**

This refers to the request of the Human Resource and Records Section to change the date of the SRA Anniversary Celebration to **June 16, 2025**, instead of the original date of June 13, 2025. Following the directive from the main office, we initially planned for the activities to be held on June 13, 2025. However, due to time constraints, the availability of SRA employees, and the directive to conduct the celebration simultaneously with the activities at SRA QC, we are constrained to move it to a later date.

We understand that this change will affect the procurement documents, as these have already been processed and posted in PhilGEPS, hence, this justification.

We hope this provides clarity and addresses all issues surrounding the said documents.

Thank you very much.

Noted by:

ATTY. BRANDO D. NOROÑA

Deputy Administrator II, Administrative and Financial



Republic of the Philippines
Department of Agriculture
SUGAR REGULATORY ADMINISTRATION
Sugar Center Bldg., North Ave., Diliman Quezon City
Philippines 1101
TIN 000-784-336

From:
**OFFICE OF THE DEPUTY ADMINISTRATOR FOR
REGULATION**

ROUTING SLIP

Control No.

To Ms. Tash

Date 6/10/25

☐ For compliance

☐ Please see me

☒ For appropriate action

☐ For your files

☐ For your comments

☐ For your information

☐ Please draft reply

☐ Others

*Kindly give feedback to
AFD as to action taken.
TY.*

ATTY. GUILLERMO C. TEJIDA, III
Deputy Administrator





Republic of the Philippines
SUGAR REGULATORY ADMINISTRATION
Araneta St., Singang, Bacolod City 6100 Philippines

May 28, 2025

Date

REQUEST FOR QUOTATION

Please quote your **LOWEST NET PRICE** to the Government on the items listed below, giving full and detailed description of your offers, stating the shortest time of delivery and submit your quotation in a sealed envelope, addressed to the Sugar Regulatory Administration.

Deadline of Submission: **Not later than** 03 JUN 2025

Note: Return this form duly accomplished in a sealed envelope.

For canvassing only.

Very truly yours,

EVELYN D. PORTALLO

RBAC Secretariat Head- Alternate

JR No. 2025-05-0774		DESCRIPTION	Offer
For: ATTY. JOHANA S. JADOC			
End-user			
1.	1 LOT	To supply meals and snacks for the celebration of SRA Anniversary on June 16, 2025.	
		MEALS	
		am snacks- P150.00/pax	
		lunch - P300.00/pax	
		Approximately for 220 pax	
ABC: Php 99,000.00			
Performance Period:			
Payment Term:			
Charge to: 25-06561-02			

Please indicate:

In case of purchase of goods: TIN _____ Place of Delivery _____ Date of Delivery _____

Delivery Term _____ Payment Term _____

In case of Labor: TIN _____ Completion Period _____ Warranty Period _____

SUGAR REGULATORY ADMINISTRATION

This is to certify that the price/s quoted above is the lowest we can offer, taxes included and that no monetary consideration, gift or in hand whatever is involved in case part or whole items quoted will be awarded to us. The prices quoted is good until _____ and can be delivered within _____ working calendar days from receipt of the Purchase Order.

Canvassed by:

Date

(Owner/Authorized Rep.)

Telephone No.

Date

Series: _____