

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Procurement Quality Form	PCAF-BAC-QP01-F01 Version 6
	REQUEST FOR QUOTATION	BAC-RFQ-2024-137
		Reference Number
		Date: 9/9/2024 3:00 pm

Interested bidders/suppliers are required to read carefully and follow the **INSTRUCTIONS** below:

- Please submit quotations to the **BAC Head Secretariat** at Philippine Council for Agriculture and Fisheries, 2nd Floor, PCAF Building, Dept. of Agriculture Compound, Elliptical Road, Diliman, Quezon City.
- Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
- Quotations must clearly specify all applicable taxes, including delivery and any other charges required by the supplier.
- Always include the brand name and model of the goods being offered in the item description.
- Price quotations are valid **THIRTY (30)** calendar days from the declaration of the winning bidder.
- Availability of stocks must be guaranteed for **SIXTY (60)** calendar days from the date of quotation submission.
- Delivery period shall be based on the date stated in the approved Purchase Order (PO).
- Quotations submitted through email must bear the signature of the supplier and be addressed to the BAC Head Secretariat at bacsec@pcaf.da.gov.ph
- Awarding shall be done by (LOT).
- Mode of procurement: **LEASE OF VENUE**
- Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
- CERTIFICATE of PHILGEPS REGISTRATION, MAYOR'S/BUSINESS PERMIT, and Statement that the bidder is not blacklisted or barred from bidding must be submitted.**

Note: Winning bidder must submit to the BAC Secretariat an Omnibus Sworn Affidavit that the bidder is not related to the HOPE by consanguinity or affinity up to the third civil degree.

Date of RFQ Posted: September 10, 2024

Deadline for Submission: September 16, 2024

PR No.: **24-08-382**

Total ABC: **Php 1,434,400.00**

End-User: **PDD-SMS**

Qty	Unit	Item Description	ABC (Must indicate both unit & total price quotations)		BIDDER (Must indicate both unit & total price quotations)	
			Unit Price	Total	Unit Price	Total
1	LOT	MEALS, ACCOMMODATION, & FUNCTION HALL FOR THE MINDANAO AFC STAKEHOLDER CONFERENCE Live In Participants Php 2,200/pax/day @ 4 nights and 5 days @163 pax Date: September 30- October 4, 2024 Location: Cotabato City (must be strategically located and accessible by public transport and close to clinics or hospitals) Preferably with in-house nurse and medical attendant and/or standby vehicle in case of emergency Inclusions: ROOM ACCOMMODATION Fully air conditioned rooms (3) single occupancy rooms with 1 bed (53) twin-sharing rooms with 2 beds (6) quadruple-sharing rooms with 4 beds (5) six-sharing rooms with 6 beds * guests must have individual beds Provision of the following: Electric kettle Coffee, tea, sugar inside rooms Bottled water Free wi-fi access Cable television Hot and cold shower Daily housekeeping Daily change of toiletries FOOD MEALS on September 30 (Breakfast, AM snacks, Lunch, PM Snacks, Dinner) MEALS on October 1 (Breakfast, AM snacks, Lunch, PM Snacks, Dinner) MEALS on October 2 (Breakfast, AM, Snacks, Lunch, PM Snacks and Managed Buffet Dinner)	1,434,400.00	1,434,400.00		

	<p>MEALS on October 3 (Breakfast, AM Snacks, Lunch, PM Snacks and Managed Buffet Dinner) MEALS on October 4 (Breakfast Meal arrangement (managed buffet) Soup 3 main courses Vegetables Rice Dessert Drinks No cream-dory FUNCTION HALLS Free use of function hall good for at least 160 pax Free secretariat room (near the venue) Free use of basic lights and sound system Free use of podium and flags Free use of stanchion Provision of the following Table cloth and seat cover Free flowing coffee and water Free pencil and paper Extension cords Complimentary tarpaulin and welcome streamer Free parking Free use of electricity Standby generator Direct billing: 50% of the total amount to confirm reservation, 50% upon full delivery of services</p>		
		TOTAL	1,434,400.00

Amount in words:

Please quote your lowest price for the herein after listed good/s strictly following the instructions above.

Digitally signed by the Chairperson:
 Distinguished Name:
 DN: cn=Quiones Melinda Torres,
 serialNumber=0001, o=PCAF, ou=PCAF,
 cn=Melinda Torres, email=melinda.torres@pcaf.org,
 c=PH, ou=Philippine Council for
 Agriculture and Fisheries, c=PH
 Date: 2024.09.10 13:27:34 +0800



MELINDA T. QUIONES
 Chairperson, BAC

The PCAF Bids & Awards Committee (BAC)
 2nd Floor, PCAF Building, DA Compound,
 Elliptical Road, Diliman, Quezon City

Ma'am/Sir:

In connection with your Request for Quotation, I/We have carefully read, fully understood your instructions and requirements. I/We agree to furnish/deliver, in conformity with the above-stated specifications, any/all of the items described/required shall be based on the date stated in the approved Purchase Order (PO).

Name of Company

Name/Designation of Supplier

Signature

Address of Company/Firm

Telephone No.(s)/Email Address

Tax Identification Number

