

	<b>PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES</b> Procurement (Quality Form)	PCAF-RAC-QP01-F01 Version 6
	<b>REQUEST FOR QUOTATION</b>	RAC-RFQ-2024-143
		Reference Number
		Date: 9/10/2024 5:00 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, 2<sup>nd</sup> 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](mailto: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 PHILCEPS REGISTRATION, MAYORS/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 11, 2024**

Deadline for Submission: **September 16, 2024**

PR No.: 24-09-412

Total ABC: Php 893,500.00

End-User: PMKMD/PPS

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	<b>FOOD AND ACCOMMODATION FOR FY 2024 VISAYAS PARTICIPATORY PERFORMANCE REVIEW AND PLANNING WORKSHOP-CUM PL 480 PERFORMANCE ASSESSMENT PARTICIPANTS</b> <b>A. PL 480 Performance Assessment</b> September 30, 2024 to October 2, 2024 P2,300/pax/day x 3 days/2 nights x 40 pax P400/pax/day x 1 networking session x 40 pax  <b>Inclusions:</b> Hotel Room Accommodation (2) single rooms: (1) twin sharing with individual beds, (12) triple sharing rooms with individual beds  <b>Meals</b> Day 1 - Managed Buffet Lunch, Pm Snacks and Managed Buffet Dinner Day 2 - Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner and networking session Day 3 - Buffet Breakfast, AM Snacks <b>B. FY 2024 Visayas Participatory Performance Review and Planning Workshop</b> October 1, 2024 to October 4, 2024 P2,300/pax/day x 4 days/3 nights x 95 pax P400/pax/day x 1 networking session x 95 pax  <b>Inclusions:</b> <b>Hotel Room Accommodation</b> (2) single room; (31) triple sharing rooms with individual beds  <b>Meals</b>	893,500.00	893,500.00		

	<p>Day 1 - Managed Buffet Lunch, Pm Snacks and Managed Buffet Dinner</p> <p>Day 2 - Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner</p> <p>Day 3 - Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet and networking session</p> <p>Day 4 - Managed Buffet Breakfast, AM Snacks</p> <p>Meals should include two (2) main course, vegetable, soup, dessert and 1 round juice during lunch &amp; dinner <b>NO CREAM DORY</b></p> <p>Use of function room for 5 days and 2 networking session</p> <p>Provision of LCD projector and screen, whiteboards with marker and eraser, pads and pencils</p> <p>Free use of electricity for laptops and printers</p> <p>Free use of Sound System</p> <p>Flowing coffee/tea and purified water during sessions</p> <p>With complimentary welcome streamer and backdrop tarp</p> <p>Complimentary in-room WIFI connectivity to all rooms and conference room and access to other hotel amenities free of charge</p> <p>Standby generator</p> <p>Preferred Location: Cebu City</p> <p>Date: September 30, 2024 to October 4, 2024</p> <p><i>Purpose: For the conduct of P3 2024 Visayas Participatory Performance Review and Planning Workshop cum PL480 Performance Assessment in Cebu City</i></p> <p><i>Activity: Conduct of Performance Review and Assessment of Projects</i></p>		
		<b>TOTAL</b>	<b>893,500.00</b>

**Amount in words:**

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

The PCAF Bids & Awards Committee (BAC)  
 2<sup>nd</sup> 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, every/all of the items described/required shall be shown on the date stated on 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 \_\_\_\_\_

*Melinda T. Quinones*  
 Chairperson, BAC

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 Chairperson, BAC

