



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 6

RAC-RFQ-2024-0112

Reference Number

Date: 8/1/2024 5:00 pm

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

1. 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.
2. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
3. Quotations must clearly specify all applicable taxes, including delivery and any other charges required by the supplier.
4. Always include the brand name and model of the goods being offered in the item description.
5. Price quotations are valid **THIRTY (30)** calendar days from the declaration of the winning bidder.
6. Availability of stocks must be guaranteed for **SIXTY (60)** calendar days from the date of quotation submission.
7. Delivery period shall be based on the date stated in the approved Purchase Order (PO).
8. 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
9. Awarding shall be done by (LOT).
10. Mode of procurement: **LEASE OF VENUE**
11. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
12. **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: **August 5, 2024**

Deadline for Submission: **August 9, 2024**

PR No.: **24-07-336**

Total ABC: **Php 2,340,000.00**

End-User: **PDD-VMS**

Qty	Unit	Item Description	ABC (Must indicate both unit & total price quotations)		BINDER (Must indicate both unit & total price quotations)	
			Unit Price	Total	Unit Price	Total
1	LOT	MEALS, ACCOMMODATION, & FUNCTION/PLENARY HALL FOR THE 2024 NATIONAL AGRI-FISHERY VOLUNTEERS' DAY Location: Cebu City (must be strategically located near the airport, accessible by public transport, and close to clinics or hospitals) Event Date: December 9-11, 2024 (3D/2N) SPECIFIC REQUIREMENTS: DAY 1- 3: (December 9-11) Php 2,400/pax/day @ 2 nights and 3 days @ 450 pax Php 400/pax @ 450 pax for Networking session Live-in package for 2 full days for 450 pax INCLUSIONS: ROOM ACCOMMODATION Fully air conditioned rooms (6) Single occupancy rooms (for VIPs) (15) Twin sharing rooms with individual beds (138) Triple sharing rooms with individual beds Provision of the following inside the rooms Electric kettle Coffee, tea, sugar, creamer Daily Bottled water Free wi-fi access Cable television Hot and cold shower Daily housekeeping Daily change of toiletries Free use of hotel amenities (e.g. parking, shuttle service, etc.) FOOD MEALS on the 1st day (Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner)	2,340,000.00	2,340,000.00		
					2,160,000.00	
					180,000.00	

MEALS on the 2nd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner)
 MEALS on the 2nd day (Networking Session) Php 400/head
 MEALS on the 3rd day (Buffet Breakfast and AM Snacks)
Meal requirement:
 Soup
 3 main courses
 Vegetables
 Rice
 Dessert
 Drinks
 No cream-dory
Food may be served inside the rooms upon request (for VIPs)
FUNCTION/PLENARY HALL
 Capacity of function area min. of 500 pax seating capacity (round table)
 Should have high ceiling for LED video wall (include dimension)
 Free use of convention/hall for 3 days for the following:
 Technical Run, Program Proper and Networking Session
 Ample space for 360 degree Photo Booth/Glam Booth and Exhibit areas
 Free secretariat room (near the venue)
Free use of the following:
 - basic lights and sound system
 - electricity for laptop
 - LCD projector and wide screen
 - podium, rostrum and flags
 - stanchion and red carpet
 Provision of holding room for VIPs (20-30pax) with WIFI connection
Provision of the following
 Wi-Fi (dedicated Wifi at the Grand Ballroom for live streaming)
 Table cloth and seat cover
 Candies and mints
 Basic/Fresh flower arrangement on tables
 Alcohol in conspicuous places in the venue
 Free flowing brewed coffee, tea and water
 Electrical extension cords
 Complimentary use of digital signage
 Door Signages
 Free food tasting good for 4 pax
 Standby generator
 Standby Medical Personnel for 24 hours
 Available emergency kit
 With Elevator/Escalator
 Payment terms: Up to 50% down payment prior to the schedule of the event

Purpose: For the conduct of the 2024 National Aari-Fishery Volunteers' Day
 *****Nothing Follows*****

TOTAL 2,340,000.00

Amount in words:

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


 Digitally signed by Quiñones
 DN: cn=Melinda T. Quiñones, o=AGRICULTURE AND FISHERIES, email=melinda.t.quinones@agriculture.gov.ph, serialNumber=601A0F7E5395, c=Philippines, distinguishedName=Quiñones, email=melinda.t.quinones@agriculture.gov.ph

MELINDA T. QUIÑONES
 Chairperson, BAC

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

Madam/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

