



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

Procurement  
Quality Form

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 6

BAC-RFQ-2024-126

Reference Number

Date: 8/13/2024 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, 2<sup>nd</sup> 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](mailto: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 13, 2024**

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

PK No.: **24-08-362**

Total ABC: **PhP 322,000.00**

End-User: **FDD-CDS**

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>MEALS AND ACCOMMODATION FOR TRAINING ORIENTATION ON GOVERNMENT PROCUREMENT ACT OR RA 9184</b> Php 2,200.00/pax/day @ 4 nights and 5 days @ 35 pax Php 400.00/pax @ 35 pax for Networking session <b>Inclusions:</b> <b>Php 2,200.00/pax/day @ 4 nights and 5 days @ 35 pax</b> (twin-sharing room, individual bed) <b>MEALS</b> on the 1st day (Lunch, PM Snacks and Buffet Dinner) <b>MEALS</b> on the 2nd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner) <b>MEALS</b> on the 3rd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner) <b>MEALS</b> on the 3rd Day (Networking Session) <b>MEALS</b> on the 4th day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner) <b>MEALS</b> on the 5th day (Buffet Breakfast and AM Snacks) <b>MEALS</b> should include two (2) main courses, vegetables, soup, dessert and one round drinks/juice during lunch and dinner Note: No Cream Dory in the menu  Use of Conference room for 3.5 days (could accommodate participants up to 50 pax for fish bone and/or round table set up,	322,000.00	322,000.00		

	<p>well-lighted, airconditioned, with good ventilation]</p> <p>Provision of lift or elevator when building has more than 2 floors for Senior Citizens and PWD use</p> <p>Provision of LCD screen, at least 2 whiteboards with markers and eraser, pads, and pen</p> <p>Provision of alcohol for sanitation</p> <p>Free use of electricity for laptops, LCDs, and printers</p> <p>Free use of sound system, extension cords and minimum of 3 microphones with extra batteries</p> <p>Free use of projectors and wireless presenters / pointers</p> <p>Flowing coffee/tea and purified water, candies/mints and peanuts during sessions</p> <p>With complimentary welcome streamer and back drop tarpaulin</p> <p>Preferably with in-house nurse and medical attendant in-case of emergencies</p> <p>Free parking and access to other hotel amenities free of charge</p> <p>Complimentary WI-FI connectivity</p> <p>With standby generator</p> <p><b>Preferred Location: Cebu City</b> (must be strategically located and accessible by public transport and near to clinics or hospitals)</p> <p><b>Date: September 2-6, 2024</b></p> <p><i>Purpose: For the conduct of training orientation on the Government Procurement Act or RA 9184 and its Implementing Rules and Regulations, with a special focus on Competitive Bidding of Agricultural Projects</i></p> <p><b>TOTAL (inclusive of government tax)</b> ----- Nothing Follows -----</p>			
		<b>TOTAL</b>	<b>322,000.00</b>	

Amount in words:

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



Digitally signed by Quiñones Melinda Tormes,  
DN: cn=Quiñones Melinda Tormes,  
serialNumber=001/ANPH15285,  
c=Philippines, o=Department  
of Agriculture and Fisheries, ou=PHH  
(Country: Philippines) (Email: melinda.tormes@da.gov.ph)

**MELINDA T. QUIÑONES**  
Chairperson, BAC

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

Mu'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

