



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 6

BAC-RFQ-2024-129

Reference Number

Date: 8/21/2024 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 21, 2024**

Deadline for Submission: **August 28, 2024**

PR No.: **24-08-387**

Total ABC: PhP **442,000.00**

End-User: **GAD**

| 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 | FOOD AND ACCOMMODATION FOR WOMEN'S DIALOGUE PARTICIPANTS P2,400 x 3 days/2 nights x 85 pax P400/pax/day x 1 networking session x 85 pax Inclusions: Hotel Room Accommodation (1) single room; (28) triple sharing rooms Meals 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, Meals should include two (2) main course, vegetable, soup, dessert and 1 round juice during lunch & dinner NO CREAM DORY Use of function room for 3 days and 1 evening session Provision of LCD projector and screen, whiteboards with marker and eraser, pads and pencils Free use of electricity for laptops and printers Free use of Sound System Flowing coffee/tea and purified water, candies and mints during sessions With complimentary welcome streamer and backdrop tarp Complimentary in-room WIFI connectivity to all rooms and conference room and access to other hotel amenities free of charge | | 442,000.00 | | |

| | | | | | |
|--|--|-------|------------|--|--|
| | Standby generator Free parking Preferred Location: Baguio City Date: September 11-13, 2024 Direct billing: 100% payment upon completion ----- nothing follows ----- | TOTAL | 442,000.00 | | |
|--|--|-------|------------|--|--|

Amount in words:

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


ID#C-000-Quinones, Melinda
(Taxres),
serialNumber=03/PAW/113395,
ou=Partnership Development
Division, Philippine Council
for Agriculture and Fisheries,
c=PH
MELINDA T. QUIÑONES
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 |

