

	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Procurement Quality Form	PCAF-BAC-QP01-F01 Version 6
	REQUEST FOR QUOTATION	BAC-RFQ-2024-135 Reference Number Date: 8/29/2024 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 30, 2024** Deadline for Submission: **September 04, 2024**

PR No.: 24-08-394 Total ABC: PhP <u>570,000.00</u>	End-User: PMKMD-PPS
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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 FY 2024 MINDANAO B PARTICIPATORY PERFORMANCE REVIEW AND PLANNING WORKSHOP PARTICIPANTS P2,400 /pax/day x 4 days/3 nights x 75 pax P400 /pax/day x 1 networking session x 75 pax Inclusions: Hotel Room Accommodation (2) single rooms; (23) triple sharing rooms; (1) quadruple sharing room with individual beds Meals Day 1 - Managed Buffet Lunch, Pm Snacks and Managed Buffet Dinner Day 2 - Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner Day 3 - Managed Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner and networking session Day 4 - Managed 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 4 days and 1 networking 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 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	570,000.00	570,000.00		

Standby generator
Free parking
Preferred Location: Davao City
Date: September 17-20, 2024
Direct billing: 100% payment upon completion
Purpose: For the Conduct of FY 2024 Mindanao B Participatory Performance Review and Planning Workshop in Davao City
Activity: Areawide Performance review and Planning Workshop

TOTAL 570,000.00

Amount in words:

----- nothing follows-----

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


 Bids/Quotations/Proposals/Invitations
 Documents,
 serialNumber=001ANPh15395,
 2nd Floor, PCAF Building, DA Compound,
 Elliptical Road, Dilliman, Quezon City
 Division Office-Philippine Council
 for Agriculture and Fisheries,
 2025

MELINDA T. QUIÑONES
 Chairperson, BAC

The PCAF Bids & Awards Committee (BAC)
 2nd Floor, PCAF Building, DA Compound,
 Elliptical Road, Dilliman, 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 _____

