



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

**Procurement  
Quality Form**

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2025-113

Reference Number

Date: 8/5/2025 10:00 am

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

1. Please submit quotation 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. Quotation 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, if applicable.
5. If the specification includes performance parameters for the goods/services, bidders must indicate **"Comply" in the "Bidder" column** opposite each individual parameter in the specification on **"Item Description"** column. Please refer to the example below.
6. Price quotation is valid THIRTY (30) calendar days from the declaration of the winning bidder.
7. Availability of stocks must be guaranteed for SIXTY (60) calendar days from the date of quotation submission.
8. Delivery period shall be based on the date stated in the approved Purchase Order (PO).
9. Quotation 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)
10. Awarding shall be done by (LOT).
11. Mode of procurement: LEASE OF VENUE
12. Quotation must be written clearly. Indecipherable quotation shall be automatically disregarded.
13. **CERTIFICATE of PHILGEPS REGISTRATION and MAYOR'S/BUSINESS PERMIT** must be submitted. The BAC Secretariat shall check if the **bidder is not blacklisted or barred from bidding**.

**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 6, 2025**

Deadline for Submission: **August 11, 2025**

PR No.: **25-07-353**

Total ABC: **Php 96,000.00**

End-User: **PMKMD-MES**

| Qty | Unit | Item Description  | ABC<br>(Must indicate both unit & total price quotations) |           | BIDDER<br>(Must indicate both unit & total price quotations) |       |
|-----|------|---|---|-----------|--|-------|
|     |      |   | Unit Price  | Total     | Unit Price   | Total |
| 1   | LOT  | <p><b>ONE (1) LOT OF MEALS AND ACCOMMODATION FOR THE CONDUCT OF PMT EXIT CONFERENCE OF CALABARZON REGION ON AUGUST 28-29, 2025</b></p> <p>2 days and one night for 40 pax @ Php 2400/day<br/>Inclusions:<br/><b>HOTEL ROOM ACCOMMODATION</b> (airconditioned, triple-sharing, individual bed)<br/><b>MEALS</b> on the 1st day (Buffet Dinner)<br/><b>MEALS</b> on the 2nd day (Buffet Breakfast, AM Snacks,)<br/>Managed Buffet Lunch, and PM Snacks)<br/>MEALS should include two (2) main courses, vegetables, soup, dessert, and one round drinks/juice flowing coffee/tea and purified water, candies/mints and peanuts during sessions, should be locally produced.<br/>Note: No Cream Dory in the menu<br/>Use of Conference room for 1 day<br/>Provision of lift or elevator when building has more than 2 floors for Senior Citizens and PWD use<br/>Provision of projector, LCD screen, whiteboard with marker and eraser, pads, and pencils<br/>Free use of electricity for laptops, LCDs, and printers<br/>Free use of sound system, extension cords and microphones<br/>Complimentary WI-FI connectivity</p> <p>Date: <b>August 28-29, 2025</b><br/>Location: Batangas/Cavite<br/>(must be strategically located and accessible by public transport and near to clinics or hospitals)</p> |   | 96,000.00 |  |       |

|  |  |  |       |           |  |  |
|--|--|--|-------|-----------|--|--|
|  |  | Purpose: For the conduct of PMT exit conference of Region 4A (CALABARZON REGION).<br>***** Nothing follows ***** | TOTAL | 96,000.00 |  |  |
|--|--|--|-------|-----------|--|--|

**Amount in words:**

**Note:** The "Comply" comment indicates that the bidder MUST meet the minimum required specifications specified in the "Item Description". Please quote your lowest price for the herein after listed good/s strictly following the instructions above.

*Floreliz P. Avellana*  
**FLORELIZ P. AVELLANA**  
 Chairperson, BAC

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, 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 |

