



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

**Procurement
Quality Form**

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2025-116

Reference Number

Date: 8/18/2025 5:00 pm

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, 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. 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
10. Awarding shall be done by (ITEM).
11. Mode of procurement: **SMALL VALUE**
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 19, 2025**

Deadline for Submission: **August 22, 2025**

PR No.: **25-08-365**

Total ABC: **PhP 28,000.00**

End-User: **PDCD**

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	Supply and Delivery of Office Supplies not Available at the PS-DBM		28,000.00		
200	pcs	Ballpen, black, blue	15.00	3,000.00		
200	pcs	Notebook, spiral, 80 leaves	25.00	5,000.00		
200	pcs	Envelope, plastic, long, with handle	100.00	20,000.00		
		Date of Delivery : As stated in the Purchase Order -Free Delivery				
		Purpose: For the conduct of NSC on Corn and Feed Crops and RAFC IX (Sept 2-5, 2025) and NSC on Poultry and Livestock and RAFC IVA (Sept 9-12, 2025) Collaborative Dialogue-Meeting.				
		***** Nothing follows *****				
		TOTAL		28,000.00		

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
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

