



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2025-120

Reference Number

Date: 8/11/2025 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 (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 12, 2025**

Deadline for Submission: **August 15, 2025**

PR No.: **25-08-367**

Total ABC: PhP **366,000.00**

End-User: **PDD-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	MEALS AND ACCOMMODATION FOR THE CONDUCT OF PARTICIPATORY MONITORING AND EVALUATION TRAINING FOR THE AFCS OF EASTERN VISAYAS REGION ON SEPTEMBER 1-5, 2025 IN TACLOBAN CITY Php 2,400.00/pax/day @ 4 nights and 5 days @ 35 pax Inclusions: ROOM ACCOMMODATION (airconditioned, twin sharing with two individual beds) MEALS on the 1st day (Lunch, PM Snacks and Buffet Dinner) MEALS on the 2nd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner) MEALS on the 3rd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner) MEALS on the 4th day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner) MEALS on the 5th day (Buffet Breakfast and AM Snacks) MEALS should include two (2) main courses, vegetables, soup, and dessert (should be locally produced) and one round drinks/juice during lunch and dinner Note: No Cream Dory in the menu Use of Conference room for 3 days (can accommodate participants up to 50-70 pax for fish bone and/or round table set up, well-lighted, airconditioned, with good ventilation)	366,000.00	366,000.00		



	Provision of lift or elevator when building has more than 2 floors for Senior Citizens and PWD use Provision of LCD screen, at least 2 whiteboards with markers and eraser, at least 4 microphones with extra batteries, pads, and pens Free use of electricity for laptops, LCDs, and printers Free use of sound system and extension cords Free use of projectors and wireless presenters/pointers Flowing coffee/tea and purified water, candies/mints, and peanuts during sessions With complimentary welcome streamer and back drop tarpaulin Preferably with in-house nurse and medical attendant in-case of emergencies Free parking, and access to other hotel amenities free of charge With hot and cold shower Includes complimentary Wi-Fi access in guest rooms and the conference room With standby generator Preferred Location: TACLOBAN CITY (must be strategically located and accessible by public transport) Date: September 1-5, 2025 <i>Purpose: For the conduct of training entitled, "Participatory Monitoring and Evaluation Training for the Agricultural and Fishery Councils (AFCs) of Eastern Visayas Region" on September 1-5, 2025 in Tacloban City</i> TOTAL (inclusive of government tax) ***** Nothing follows *****		TOTAL 366,000.00		
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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

