



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

Procurement  
Quality Form

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2025-142

Reference Number

Date: 9/25/2025 3:00 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, 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: September 29, 2025

Deadline for Submission: October 3, 2025

PR No.: 25-09-420

Total ABC: PhP 744,800.00

End-User: PMKMD-PPS

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	<p><b>MEALS AND ACCOMMODATION FOR THE PARTICIPANTS OF FY 2025 MINDANAO A PARTICIPATORY PERFORMANCE REVIEW AND PLANNING WORKSHOP ON OCTOBER 21-24, 2025</b></p> <p>P2,400/pax/day x 4 days/3 nights x 98 pax P400/pax x 1 extended workshop session x 98 pax</p> <p><b>Inclusions:</b>  <b>Hotel Room Accommodation</b>                      4 single rooms; 47 twin sharing with individual beds  <b>Meals</b>                      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 Extended Workshop Session                      Day 4 - Managed Buffet Breakfast, AM Snacks</p> <p>Meals should include two (2) main courses, vegetables, soup, dessert, and one round drinks/juice during lunch and dinner                      Note: <b>No Cream Dory</b> in the menu</p> <p>Use of function room for 4 days and 1 extended workshop                      Provision of lift or elevator when building has more than 2 floors for Senior Citizens and PWD use                      Provision of LCD screen, at least 3 whiteboards with markers and eraser, pads, and pen                      Free use of electricity for laptops, LCDs, and printers</p>		744,800.00		

	<p>Free use of sound system, extension cords and minimum of 3 microphones with extra batteries  Free use of projectors and wireless presenters / pointers  Flowing coffee/tea and purified water, candies/mints and peanuts during sessions  <b>(No plastic stirrer)</b>  With complimentary welcome streamer and back drop tarpaulin  Complimentary WIFI connectivity and access to other hotel amenities free of charge  With in-house nurse and medical attendant in-case of emergencies  With standby generator  Complimentary vehicle for airport transfers (pick-up and drop-off) for the Secretariat  Free parking  Preferred Location: Cagayan De Oro City  Location must be strategically located and accessible by public transport, near to clinics/hospitals and airport  Date: October 21-24, 2025  Direct billing: 100% payment upon completion of the activity</p> <p><i>Purpose: For the conduct of FY2025 Mindanao A Participatory Performance Review and Planning Workshop</i></p> <p>***** Nothing follows *****</p>					
		<b>TOTAL</b>	<b>744,800.00</b>			

**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)  
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

