



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2025-143

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, 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: September 29, 2025

Deadline for Submission: October 3, 2025

PR No.: 25-09-422

Total ABC: PhP 911,200.00

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	FOOD AND ACCOMMODATION FOR FY 2025 MINDANAO B PARTICIPATORY PERFORMANCE REVIEW AND PLANNING WORKSHOP CUM PL480 PERFORMANCE ASSESSMENT PARTICIPANTS ON NOVEMBER 3-7, 2025 November 3, 2025 to November 5, 2025 P2,400/pax/day x 3 days/2 nights x 32 pax P400/pax/day x 1 extended workshop x 32 pax Inclusions: Hotel Room Accommodation (2) single rooms; (10) triple sharing rooms with individual beds Meals Day 1 - Managed Buffet Lunch, Pm Snacks and Managed Buffet Dinner Day 2 - Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner and networking session Day 3 - Buffet Breakfast, AM Snacks November 4, 2025 to November 7, 2025 P2,400/pax/day x 4 days/3 nights x 98 pax P400/pax/day x 1 extended workshop x 98 pax Inclusions: Hotel Room Accommodation (2) single room; (32) triple sharing rooms with individual beds		911,200.00		

	<p>Meals Day 1 - Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner Day 2 - Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner and extended workshop Day 3 - Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, and Managed Buffet Dinner Day 4 - 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: No Cream Dory in the menu</p> <p>Use of 2 function rooms for: 3 days and 1 extended workshop (November 3-5, 2025) 4 days and 1 extended workshop (November 4-7, 2025)</p> <p>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, pads, and pen Free use of electricity for laptops, LCDs, and printers 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 (No plastic stirrer) 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 Free parking Preferred Location: General Santos City Location must be strategically located and accessible by public transport, near to clinics/hospitals and airport Date: November 3-7, 2025 Direct billing: 100% payment upon completion of the activity</p> <p><i>Purpose: For the conduct of FY 2025 Mindanao B Participatory Performance Review and Planning Workshop cum PL480 Performance Assessment</i></p> <p>***** Nothing follows *****</p>		<p>TOTAL 911,200.00</p>	
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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

