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|  | PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Procurement Quality Form REQUEST FOR QUOTATION | PCAF-BAC-QP01-F01 Version 8 BAC-RFQ-2025-144 <i>Reference Number</i> Date: 9/30/2025 5:00 pm |
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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: **October 1, 2025**

Deadline for Submission: **October 6, 2025**

PR No.: 25-09-426

Total ABC: PHP 100,000.00

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 |
| 200 | pc | Supply and Delivery of Advocacy Materials (Polo Shirts) Specifications: Size: S to 3XL Material: Honeycomb Color and Design: Please see attached sample Size Distribution: Small Medium Large XLarge 2XLarge 3XLarge Note: Sample polo shirt with the design needs to be approved by the end-user before mass production Date of Delivery : As stated in the Purchase Order -Free Delivery TOTAL (inclusive of government tax) <i>Purpose: For the conduct of 2025 National Livestock and Poultry Summit on October 14-17, 2025</i> ***** Nothing follows ***** | 500.00 | 100,000.00 | | |
| TOTAL | | | | 100,000.00 | | |

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.



The PCAF Bids & Awards Committee (BAC)
2nd Floor, PCAF Building, DA Compound,
Elliptical Road, Diliman, Quezon City


MARISA R. LO
Vice Chairperson, BAC 

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

