



**PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES**

**Procurement  
Quality Form**

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2025-149

Reference Number

Date: 10/21/2025 2:00 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 (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 22, 2025**

Deadline for Submission: **October 27, 2025**

PR No.: 25-10-433

Total ABC: PhP **15,360.00**

End-User: PDD

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	<b>OFFICE SUPPLIES NOT AVAILABLE AT PS-DBM</b>		<b>15,360.00</b>		
20	reams	Paper, Multicopy, A4, 80 Gsm	170.00	3,400.00		
7	carts	Ink Cart, C13t00v100 (003), Black	400.00	2,800.00		
20	packs	Tissue, Interfolded Paper Towel, 150 pulls per pack	35.00	700.00		
2	boxes	Parchment Paper (210 x 297mm)	100.00	200.00		
5	carts	Ink Cart, C13t00v100 (003), Black	400.00	2,000.00		
50	packs	Vellum Board pack	50.00	2,500.00		
16	pieces	FLASH DRIVE, 3.0 16GB	235.00	3,760.00		
Purpose: FY 2025 Office supplies requirements of VMS for the 4th quarter.						
***** Nothing follows *****						
<b>TOTAL</b>				<b>15,360.00</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

