



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2025-154

Reference Number

Date: 10/29/2025 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: **September 30, 2025**

Deadline for Submission: **November 3, 2025**

PR No.: **25-10-456**

Total ABC: PhP **615,400.00**


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	MEALS AND ACCOMMODATION FOR THE JOINT PCAF, NSC, AND AFC YEAR-END PERFORMANCE REVIEW AND PLANNING WORKSHOP ON NOVEMBER 19-21, 2025 IN QUEZON CITY PARTICIPANTS HOTEL ROOM ACCOMMODATION <i>(airconditioned or with good ventilation, 2 single rooms and 25 quadruple sharing with individual bed, internet connectivity)</i> Date: November 19-21,2025 3 days and 2 nights for 102 pax @ 2,400.00/pax 2 days for 25 live out pax @ 1,500.00/pax Extended Workshop for 127 pax @ Php 400/pax Free Use of function room for 3 days for 127 pax 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 Inclusions: MEALS should include two (2) main courses, vegetables, soup, dessert, and one round drinks/juice during lunch and dinner (preferably locally produced products) Note: No Cream Dory in the menu (Spacious hall that can accommodate four (4) groups during breakout sessions; could accommodate participants for classroom type or round table set up, well-lighted, airconditioned or with good ventilation) Provision of lift or elevator when building has more		615,400.00		

	<p>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 (no plastic, stirrer) 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 Complimentary WI-FI connectivity With standby generator Preferred Location: QUEZON CITY Location must be strategically located and accessible by public transport and near to clinics or hospitals Payment upon completion of each activity.</p> <p><i>Purpose: For the conduct of FY2025 Joint PCAF, NSC, and AFC Year-End Performance Review and Planning Workshop</i></p> <p>***** Nothing follows *****</p>		<p>TOTAL 615,400.00</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

