



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

**Procurement
Quality Form**

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2025-155

Reference Number

Date: 11/3/2025 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, 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: **November 4, 2025**

Deadline for Submission: **November 7, 2025**

PR No.: **25-10-463**

Total ABC: Php **900,000.00**

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
1	LOT	MEALS AND ACCOMMODATIONS FOR THE CONDUCT OF 2025 NATIONAL AGRICULTURAL AND FISHERIES MECHANIZATION (NAFMECH) SUMMIT IN LA UNION ON NOVEMBER 25-28, 2025 (Full Board) 4 days - 3 nights @ 125 pax , Php 2,400.00 per pax Inclusion: HOTEL ROOM - Accommodation <ul style="list-style-type: none"> ● Twin or Triple sharing (single beds) ● complimentary inhouse high speed Wi-fi Internet Access <ul style="list-style-type: none"> ● with hot and cold shower ● Air Conditioned Rooms ● one (1) Secretariat room ● hotel amenities MEALS: Managed Buffet <ul style="list-style-type: none"> ● 1st day (Lunch, PM snacks, & Dinner) ● 2nd day (Breakfast, AM Snacks, Lunch, PM Snacks, & Dinner) ● 3rd day (Breakfast, AM Snacks, Lunch, PM Snacks, & Dinner) ● 4th day (Breakfast, AM Snacks) *NO CREAM DORY Meals should include three (3) main courses plus soup, dessert & 1 round of softdrink/juice, in can during lunch and dinner (preferably locally produced products) Use of CONFERENCE ROOM for 4 days session (7am - 8pm) <ul style="list-style-type: none"> ● preferably at least 3.5 meters ceiling height and well-lighted ● could accommodate participants of up to 100 pax 		900,000.00		

	<ul style="list-style-type: none"> ● with high speed Wi-fi Internet Access ● Classroom type set up ● LCD projector and LCD screen ● White board with marker and eraser ● Pencils with erasers ● Provision of sound system ● Atleast 3 microphones (preferably wireless) ● Waived electricity charges for use of laptops, printer and projector ● Provision of extension cords <p>Flowing coffee/tea and distilled water and candies No plastic stirrer With complimentary welcome streamer & backdrop tarpaulin Preferably with in-house medical service/clinic or nearby hospital Available 24 hour standby generator -INCLUSIVE OF TAX-</p> <p>Preferred location: La Union (must be strategically located and accessible by public transport) Date: November 25-28, 2025</p> <p><i>Purpose: Conduct of 2025 National Agricultural and Fisheries Mechanization (NAFMech) Summit (November 25-28, 2025)</i></p> <p style="text-align: center;">***** Nothing follows *****</p>				
		TOTAL	900,000.00		

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.


MARISA R. LO
 Vice 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

