



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

**Procurement  
Quality Form**

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2025-159

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, 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: **November 4, 2025**

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

PR No.: 25-10-461

Total ABC: PhP **87,500.00**

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
125	pcs	<b>Supply and Delivery of Advocacy Materials for the conduct of 2025 National Agricultural and Fisheries Mechanization (NAFMech) Summit (November 25-28, 2025)</b> Polo Shirt Honeycomb Fabric DA PCAF Logo: 3.5" x 3.5" printed on the upper left chest side Color: White with #0F2C2D (Navy Green or like) (See attached polo shirt design) Delivery Term: As stated in the purchase order	500.00	62,500.00		
50	pcs	<b>Supply and Delivery of Advocacy Materials for the conduct Constructors' Performance Evaluation Systems (CPES) Year-End Performance Review (December 10-12, 2025)</b> Polo Shirt Honeycomb Fabric DA PCAF Logo: 3.5" x 3.5" printed on the upper left chest side Color: #0F2C2D (Navy Green and like) with Light Gray (See attached polo shirt design) Delivery Term: As stated in the purchase order See attached Polo Shirt design  <i>Purpose: Conduct of 2025 National Agricultural and Fisheries Mechanization (NAFMech) Summit (November 25-28, 2025) and Constructors' Performance Evaluation Systems (CPES) Year-End Performance Review (December 10-12, 2025)</i>	500.00	25,000.00		
		***** Nothing follows *****	<b>TOTAL</b>	<b>87,500.00</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.



  
MARISA R. LO  
Vice 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

