



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

**Procurement
Quality Form**

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2025-181

Reference Number

Date: 12/3/2025 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: 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: **December 4, 2025**

Deadline for Submission: **December 9, 2025 - 9:00AM**

PR No.: **25-11-497**

Total ABC: **Php 52,432.00**

End-User: **PDD-SMS**

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	ITEMS NOT AVAILABLE AT PS PER ATTACHED PROOF OF NON-AVAILABILITY OF STOCKS DATED NOVEMBER 26, 2025		Php52,432.00		
27	reams	PAPER, MULTIPURPOSE A4 70gsm and 80 gsm	Php198.00	Php5,346.00		
27	reams	PAPER, MULTIPURPOSE LEGAL 8.5 X 13 inches	Php230.00	Php6,210.00		
20	pieces	CORRECTION TAPE (5mm x 9m)	Php13.00	Php260.00		
15	pieces	BROTHER INK BT 50000M MAGENTA	Php445.00	Php6,675.00		
15	pieces	BROTHER INK BT 50000M CYAN	Php445.00	Php6,675.00		
15	pieces	BROTHER INK BT 50000M YELLOW	Php445.00	Php6,675.00		
15	pieces	BROTHER INK BT 50000M BLACK	Php470.00	Php7,050.00		
20	packs	TISSUE, INTERFOLDED PAPER TOWEL	Php68.00	Php1,360.00		
14	rolls	Scotch Double Sided Tissue Tape 200, 24 mm x 10 yd	Php18.00	Php252.00		
14	bottle	Scotch Transparent Tape 500, 18 mm x 50 m, 1 Each	Php18.00	Php252.00		
10	pieces	Isopropyl Alcohol 70% Solution 1000ml	Php245.00	Php2,450.00		
4	pieces	EPSON L4260 Original Ink Cartridge Magenta	Php345.00	Php1,380.00		
5	pieces	EPSON L4260 Original Ink Cartridge Yellow	Php345.00	Php1,725.00		
5	pieces	EPSON L4260 Original Ink Cartridge Black	Php620.00	Php3,100.00		
5	pieces	EPSON L4260 Original Ink Cartridge Cyan	Php345.00	Php1,725.00		
3	pieces	Metal Document Tray Heavy Duty 3 Layers	Php389.00	Php1,167.00		
2	packs	200pcs "Please Sign Here" Sticky Notes Transparent, Colorful Index Tabs	Php65.00	Php130.00		
<i>Purpose: RAFC Desk fund as logistical support for the operations of AFC Davao Region</i> ***** Nothing follows *****						
			TOTAL	52,432.00		

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.





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

