



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

Procurement  
Quality Form

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2026-003

Reference Number

Date: 1/26/2026 10:00 am

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 (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: **January 27, 2026**

Deadline for Submission: **January 30, 2026 - 9:00AM**

PR No.: **26-01-008**

Total ABC: **PhP 119,980.00**

End-User: **PMKMD-ICTU**

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
7	licenses	<b>Procurement of Subscription to Zoom Video Conferencing Platform (7 Licenses for Twelve Months)</b> <i>Specifications</i> <b>A. Meeting</b> - Video Conferencing platform - at least 1 year license/subscription - host up to 300 participants per meeting - single sign on - recording transcript <b>B. Chat</b> - Text, image and audio file sending across desktop, laptop, tablets and mobile - Availability status, both desktop and mobile - Content library for easy sharing - Group creation for faster collaboration - Team Chat <b>C. Support</b> - Technical Support thru ticket, chat or phone With reporting user management, admin portal and managed domain features <b>D. Others</b> - Assist PCAF in the deployment of the licenses - Provide technical support for issues, concerns, and inquiries - Details of phone and email support, for point of contact for PCAF employees - AI Companion - Automated captions - Whiteboard: Unlimited boards - SSO, branding, and managed domains - at least 5 GB of cloud recording storage (per	17,140.00	119,980.00		



	license) Inclusive of tax Payment Terms - One-time payment  Purpose: For online meetings/consultations ***** Nothing follows *****				
		<b>TOTAL</b>	<b>119,980.00</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

