



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

**Procurement
Quality Form**

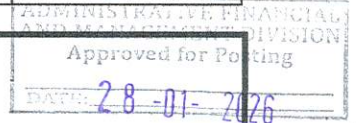
REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2026-006

Reference Number

Date: 1/27/2026 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: **January 28, 2026**

Deadline for Submission: **February 2, 2026 - 9:00AM**

PR No.: **26-01-010**

Total ABC: PhP **200,000.00**

End-User: **AFMD/GSS**

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	Private Courier Services for delivery of official documents for FY 2026 <i>Breakdown:</i> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Destination</th> <th rowspan="2">Size</th> <th colspan="2">1st Quarter</th> <th colspan="2">2nd Quarter</th> <th colspan="2">3rd Quarter</th> <th colspan="2">4th Quarter</th> </tr> <tr> <th>Qty</th> <th>Amount</th> <th>Qty</th> <th>Amount</th> <th>Qty</th> <th>Amount</th> <th>Qty</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td align="center">NCR</td> <td>N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)</td> <td align="center">20</td> <td align="right">2,400.00</td> <td align="center">20</td> <td align="right">2,400.00</td> <td align="center">20</td> <td align="right">2,400.00</td> <td align="center">20</td> <td align="right">2,400.00</td> </tr> <tr> <td></td> <td>N-Pouch Extra Large (XL) (size limit: at least 9.25"x14"x1.75"; weight limit: at least 1 kilo)</td> <td align="center">20</td> <td align="right">3,000.00</td> <td align="center">20</td> <td align="right">3,000.00</td> <td align="center">20</td> <td align="right">3,000.00</td> <td align="center">20</td> <td align="right">3,000.00</td> </tr> <tr> <td></td> <td>N-Pouch Super Size (SS) (size limit: at least 12"x18"x1.75"; weight limit: at least 3 kilos)</td> <td align="center">10</td> <td align="right">1,900.00</td> <td align="center">10</td> <td align="right">1,900.00</td> <td align="center">10</td> <td align="right">1,900.00</td> <td align="center">10</td> <td align="right">1,900.00</td> </tr> <tr> <td align="center">North Luzon</td> <td>N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)</td> <td align="center">20</td> <td align="right">3,000.00</td> <td align="center">20</td> <td align="right">3,000.00</td> <td align="center">20</td> <td align="right">3,000.00</td> <td align="center">20</td> <td align="right">3,000.00</td> </tr> </tbody> </table>	Destination	Size	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount	NCR	N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)	20	2,400.00	20	2,400.00	20	2,400.00	20	2,400.00		N-Pouch Extra Large (XL) (size limit: at least 9.25"x14"x1.75"; weight limit: at least 1 kilo)	20	3,000.00	20	3,000.00	20	3,000.00	20	3,000.00		N-Pouch Super Size (SS) (size limit: at least 12"x18"x1.75"; weight limit: at least 3 kilos)	10	1,900.00	10	1,900.00	10	1,900.00	10	1,900.00	North Luzon	N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)	20	3,000.00	20	3,000.00	20	3,000.00	20	3,000.00	200,000.00		
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	N-Pouch Extra Large (XL) (size limit: at least 9.25"x14"x1.75"; weight limit: at least 1 kilo)	20	4,000.00	20	4,000.00	20	4,000.00	20	4,000.00
	N-Pouch Super Size (SS) (size limit: at least 12"x18"x1.75"; weight limit: at least 3 kilos)	10	2,500.00	10	2,500.00	10	2,500.00	10	2,500.00
South Luzon	N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)	20	3,000.00	20	3,000.00	20	3,000.00	20	3,000.00
	N-Pouch Extra Large (XL) (size limit: at least 9.25"x14"x1.75"; weight limit: at least 1 kilo)	20	4,000.00	20	4,000.00	20	4,000.00	20	4,000.00
	N-Pouch Super Size (SS) (size limit: at least 12"x18"x1.75"; weight limit: at least 3 kilos)	10	2,500.00	10	2,500.00	10	2,500.00	10	2,500.00
	N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)	20	4,000.00	20	4,000.00	20	4,000.00	20	4,000.00
Visayas	N-Pouch Extra Large (XL) (size limit: at least 9.25"x14"x1.75"; weight limit: at least 1 kilo)	20	5,000.00	20	5,000.00	20	5,000.00	20	5,000.00
	N-Pouch Super Size (SS) (size limit: at least 12"x18"x1.75"; weight limit: at least 3 kilos)	10	2,850.00	10	2,850.00	10	2,850.00	10	2,850.00
	N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)	20	4,000.00	20	4,000.00	20	4,000.00	20	4,000.00
Mindanao	N-Pouch Extra Large (XL) (size limit: at least 9.25"x14"x1.75"; weight limit: at least 1 kilo)	20	5,000.00	20	5,000.00	20	5,000.00	20	5,000.00
	N-Pouch Super Size (SS) (size limit: at least 12"x18"x1.75"; weight limit: at least 3 kilos)	10	2,850.00	10	2,850.00	10	2,850.00	10	2,850.00
	N-Pouch Regular (size limit: at least 6.5"x11"x1.75"; weight limit: at least 1 kilo)	20	4,000.00	20	4,000.00	20	4,000.00	20	4,000.00

Terms and conditions:

1. Door to door delivery.
2. Free Pick-up, Packaging, labeling of documents.



	3. 2x/week pick-up or as the need arises. 4. Monthly billing. <i>Purpose: For hosting of PCAF web applications</i> ***** Nothing follows *****				
		TOTAL	200,000.00		

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.



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

