



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

Procurement  
Quality Form

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2026-009

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: 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: **January 27, 2026**

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

PR No.: **26-01-014**

Total ABC: **PhP 2,992,500.00**

End-User: **PDD-VMS**

| Qty | Unit | Item Description  | ABC<br>(Must indicate both unit & total price quotations) |              | BIDDER<br>(Must indicate both unit & total price quotations) |       |
|-----|------|---|---|--------------|--|-------|
|     |      |   | Unit Price  | Total        | Unit Price   | Total |
| 1   | lot  | <b>MEALS AND ACCOMMODATION FOR THE 2025 NATIONAL AGRI-FISHERY VOLUNTEERS' DAY WITH FREE USE OF PLENARY/ FUNCTION HALL</b><br>Location: Metro Manila (accessible by public transport, and close to clinics or hospitals)<br>Event Date: <b>March 11-13, 2026 (3D/2N)</b><br><b>SPECIFIC REQUIREMENTS:</b><br><b>DAY 1- 3: (March 11-13, 2026)</b><br>Php 3,000.00 per pax @ 450 pax @ 2 nights and 3 days<br><b>Networking session</b><br>- 450 pax @ est. Php 650.00/pax<br>Live-in package for 2 full days for 450 pax<br><b>INCLUSIONS:</b><br><b>ROOM ACCOMMODATION</b><br>Fully air conditioned rooms<br>(6) Single occupancy rooms (for VIPs)<br>(15) Twin sharing rooms with individual beds<br>(138) Triple sharing rooms with individual beds<br><b>Provision of the following inside the rooms</b><br>Electric kettle<br>Coffee, tea, sugar, creamer<br>Daily Bottled water<br>Free wi-fi access<br>Cable television<br>Hot and cold shower<br>Daily housekeeping<br>Daily change of toiletries<br>Free use of hotel amenities | 2,700,000.00  | 2,992,500.00 |  |       |
|     |      |   | 292,500.00  |              |  |       |



**FOOD**  
 MEALS on the 1st day (Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner)  
 MEALS on the 2nd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner)  
 MEALS on the 2nd day (Networking Session)  
 Cocktail menu  
 MEALS on the 3rd day (Buffet Breakfast and AM Snacks)  
**Meal requirement:**  
*Preferably include locally produced goods/items*  
 Soup  
 3 main courses  
 Vegetables  
 Rice  
 Dessert  
 Drinks  
 No cream-dory  
*Provision for non-pork buffet station*  
*Food may be served inside the rooms upon request (for VIPs)*  
**PLENARY/FUNCTION HALL**  
 Capacity of function area min. of 500 pax seating capacity (round table)  
 Free use of convention/hall for 3 days for the following:  
 Technical Run, Program Proper and Networking Session  
 Ample space for Photo Booth/Glam Booth and Exhibit areas  
 Free secretariat room (near the venue)  
 Free use of the following:  
 - basic lights and sound system  
 - movable stage 11 panels (4x8 ft.)  
 - electricity for laptop  
 - LED Wall  
 - podium, rostrum, stanchion and flags  
 Provision of holding room for VIPs (20-30pax) with WIFI connection  
**Provision of the following**  
 Wi-Fi (dedicated Wifi at the Grand Ballroom for live streaming)  
 Table cloth  
 Candies and mints  
 Basic flower arrangement on tables  
 Alcohol Dispenser in conspicuous places in the venue  
 Free flowing brewed coffee, tea and water  
 Electrical extension cords  
 Complimentary use of digital signage  
 Door Signages  
 Standby generator  
 On-call Medical Personnel for 24 hours  
 Available emergency kit  
 With Elevator/Escalator  
 Free Parking  
 Inclusive of Tax  
  
*Purpose: For the conduct of the 11th National Agri-Fishery Volunteers' Day*  
 \*\*\*\*\* Nothing follows \*\*\*\*\*

**TOTAL 2,992,500.00**

**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)  
 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).*



|                                  |   |                                    |
|----------------------------------|---|------------------------------------|
| _____<br>Name of Company         | _____<br>Name/Designation of Supplier   | _____<br>Signature                 |
| _____<br>Address of Company/Firm | _____<br>Telephone No.(s)/Email Address | _____<br>Tax Identification Number |

