



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

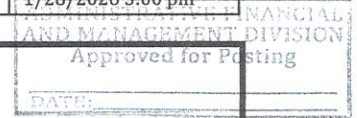
REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2026-010

Reference Number

Date: 1/28/2026 3:00 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: 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 29, 2026**

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

PR No.: **26-01-021**

Total ABC: PhP **1,073,600.00**

End-User: **PMKMD-MES**

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	MEALS AND ACCOMMODATION FOR PARTICIPANTS OF THE NAF COUNCIL MEETING, CSO CONSULTATION (FY 2027 PCAF PLAN & BUDGET PROPOSAL) AND PMT RESULTS (CY 2025) WORKSHOP HOTEL ROOM ACCOMMODATION (airconditioned or with good ventilation, (34) triple sharing with individual bed, internet connectivity) a. NAF COUNCIL MEETING Date: February 9, 2026 <i>*Meals only for 80 pax: (live-out)</i> 80 live out pax @ 1,800/pax @ 1 day b. CSO CONSULTATION & PMT RESULTS WORKSHOP Date: 9-12, 2026 <i>**Meals and Accommodation for 102 pax:</i> 102 pax @ 2,800.00/pax @ 4 days and 3 nights Date: February 10-11, 2026 <i>***Meals only for 8 pax: (live-out)</i> 8 live out pax @ 1,800.00/pax @ 2days Extended Workshop for 110 pax @ Php 400/pax Free Use of function room for 4 days and 3 nights Meals: Day 1 *AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner (live-out) **Managed Buffet Lunch, Pm Snacks and Managed Buffet Dinner Day 2 **Buffet Breakfast, AM Snacks, Managed Buffet Lunch, Pm Snacks, and Managed Buffet Dinner		1,073,600.00		



	<p>***AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner (live-out) Day 3 **Buffet Breakfast, AM Snacks, Managed Buffet Lunch, PM Snacks, Managed Buffet Dinner and extended workshop session (snacks) ***AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner (live-out) Day 4 **Buffet Breakfast, AM Snacks</p> <p>Inclusions: MEALS should include two (2) main course, vegetables, soup, dessert, and one round drinks/juice during lunch and dinner (preferably locally produced products) Note: No Cream Dory in the menu (Spacious hall that can accommodate accommodate participants for classroom type, well-lighted, airconditioned or with good ventilation) Provision of LCD screen, at least 2 whiteboards with marker and eraser, pads, and pen Free use of electricity for laptops, LCDs, and printers Free use of sound system, extension cords and minimum of 3 microphones with extra batteries Free use of projectors and wireless presenters/ pointers Flowing coffee/tea (no plastic, stirrer) and purified water, candies/mints, and peanuts during sessions With complimentary welcome streamer and back drop tarpaulin Preferably with in-house nurse and medical attendant in-case of emergencies Free parking and access to other hotel amenities free of charge Complimentary WI-FI connectivity With standby generator Preferred Location: QUEZON CITY Location must be strategically located and accessible by public transport and near to clinics or hospitals Inclusive of Taxes Payment term: Direct Billing</p> <p><i>Purpose: For the Conduct of CSO Consultation on FY 2027 Plan and Budget Proposal and CY 2025 PMT Results</i></p> <p>***** Nothing follows *****</p>			
		TOTAL	1,073,600.00	

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

