



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2026-016

Reference Number

Date: 2/9/2026 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: 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: **February 10, 2026**

Deadline for Submission: **February 13, 2026 - 9:00AM**


PR No.: **26-02-038**

Total ABC: PhP **120,000.00**

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	ONE (1) LOT LEASE OF VENUE: INCLUDING FOOD AND ACCOMMODATION FOR THE CONDUCT OF PMT EXIT CONFERENCE OF CENTRAL VISAYAS REGION ON FEBRUARY 26-27, 2026 IN MANDAUE CITY OR CEBU CITY 2 days and 1 night for 50 pax @ PhP 2,400.00/day Inclusions: HOTEL ROOM ACCOMMODATION (airconditioned, double or triple sharing, individual bed) Meal requirement: Preferably include locally produced goods/items MEALS on the 1st day (Buffet Dinner) MEALS on the 2nd day (Buffet Breakfast, AM Snacks, Managed Buffet Lunch and PM Snacks) MEALS should include two (2) main courses, vegetables, soup, dessert, and one round drinks/juice flowing coffee/tea and purified water, candies/mints and peanuts during sessions Note: No Cream Dory in the menu Use of Conference room for 1 day Provision of lift or elevator when building has more than 2 floors for Senior Citizens and PWD use Provision of projector, LCD screen, whiteboard with marker and eraser, pads and pencils Free use of electricity for laptops, LCDs and printers Free use of sound system, extension cords, and 3 or more microphones Complimentary WI-FI connectivity at the Conference Room and in the rooms Date: February 26-27, 2026 Location: Mandaue City or Cebu City (must be strategically located and accessible by public transport and near to clinics or hospitals)	120,000.00	120,000.00		



	Purpose: For the conduct of PMT Exit Conference in Central Visayas Region. TOTAL (inclusive of government tax) ***** Nothing follows *****	TOTAL	120,000.00		
Amount in words:					
<p>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.</p>					
 FLORELIZ P. AVELLANA Chairperson, BAC					
<p>The PCAF Bids & Awards Committee (BAC) 2nd Floor, PCAF Building, DA Compound, Elliptical Road, Diliman, Quezon City</p>					
<p>Ma'am/Sir:</p> <p><i>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).</i></p>					
_____		_____		_____	
Name of Company		Name/Designation of Supplier		Signature	
_____		_____		_____	
Address of Company/Firm		Telephone No.(s)/Email Address		Tax Identification Number	

