



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

Procurement
Quality Form

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2026-017

Reference Number

Date: 2/13/2026 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 16, 2026**

Deadline for Submission: **February 19, 2026 - 9:00AM**

PR No.: **26-02-047**

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

End-User: **PDD-VMS**

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 THE 2025 NATIONAL AGRI-FISHERY VOLUNTEERS' DAY WITH FREE USE OF PLENARY/ FUNCTION HALL Location: Metro Manila (accessible by public transport, and close to clinics or hospitals) Event Date: March 25-27, 2026 (3D/2N) SPECIFIC REQUIREMENTS: DAY 1- 3: (March 25-27, 2026) Php 3,000.00 per pax @ 450 pax @ 2 nights and 3 days Networking session - 450 pax @ est. Php 650.00/pax Live-in package for 2 full days for 450 pax INCLUSIONS: ROOM ACCOMMODATION Fully air conditioned rooms (6) Single occupancy rooms (for VIPs) (15) Twin sharing rooms with individual beds (138) Triple sharing rooms with individual beds Provision of the following inside the rooms Electric kettle Coffee, tea, sugar, creamer Daily Bottled water Free wi-fi access Cable television Hot and cold shower Daily housekeeping Daily change of toiletries Free use of hotel amenities 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	2,700,000.00	2,992,500.00		
			292,500.00			



	<p>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</p> <p><i>Purpose: For the Conduct of the 11th National Agri-Fishery Volunteers' Day</i></p> <p style="text-align: center;">***** Nothing follows *****</p>				
	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)
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

