



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

Procurement  
Quality Form

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2026-020

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, 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: 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: **February 16, 2026**

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


PR No.: **26-02-046**

Total ABC: PhP **313,200.00**

End-User: **PCAF**

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	<b>General Cleaning Services for Airconditioning Units on a quarterly basis for FY-2026</b> <i>Breakdown:</i> <table border="1" style="margin: 5px 0;"> <thead> <tr> <th>Type of Aircon</th> <th>Amount cleaning per unit</th> <th>Qty</th> <th>Frequency (1 schedule of cleaning)</th> <th>Total Amount of cleaning (Php)</th> </tr> </thead> <tbody> <tr> <td>Ceiling Mounted</td> <td align="right">1,700.00</td> <td align="center">9</td> <td align="center">4</td> <td align="right">61,200.00</td> </tr> <tr> <td>Floor Mounted</td> <td align="right">1,500.00</td> <td align="center">4</td> <td align="center">4</td> <td align="right">24,000.00</td> </tr> <tr> <td>Wall Mounted</td> <td align="right">1,200.00</td> <td align="center">30</td> <td align="center">4</td> <td align="right">144,000.00</td> </tr> <tr> <td>Window Type</td> <td align="right">700.00</td> <td align="center">30</td> <td align="center">4</td> <td align="right">84,000.00</td> </tr> <tr> <td><b>TOTAL</b></td> <td></td> <td align="center"><b>73</b></td> <td></td> <td align="right"><b>313,200.00</b></td> </tr> </tbody> </table> <i>Inclusion:</i> <ol style="list-style-type: none"> <li>1. Cleaning of FCU air filters/face covers;</li> <li>2. Check-up refrigerant charge and inspect for possible leakage;</li> <li>3. Inspection and checking of electrical components/controls;</li> <li>4. Ampere and voltage reading;</li> <li>5. Pressure washing of FCU/ACCU coils/fins;</li> <li>6. Test run and observe units; and</li> <li>7. Prepare service report with remarks and recommendations.</li> <li>8. At least with satisfactory performance rating for the last rating period.</li> </ol> <ul style="list-style-type: none"> <li>•Vat inclusive</li> <li>•Please see attached list of aircon locations.</li> </ul>	Type of Aircon	Amount cleaning per unit	Qty	Frequency (1 schedule of cleaning)	Total Amount of cleaning (Php)	Ceiling Mounted	1,700.00	9	4	61,200.00	Floor Mounted	1,500.00	4	4	24,000.00	Wall Mounted	1,200.00	30	4	144,000.00	Window Type	700.00	30	4	84,000.00	<b>TOTAL</b>		<b>73</b>		<b>313,200.00</b>		<b>313,200.00</b>		
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		Purpose: For PCAF use. ***** Nothing follows *****	TOTAL	313,200.00		
<b>Amount in words:</b>						
<p><b>Note:</b> 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>						
 <u>FLORELIZ P. AVELLANA</u> Chairperson, BAC						
<p>The PCAF Bids &amp; Awards Committee (BAC)          2<sup>nd</sup> 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		

