



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

**Procurement  
Quality Form**

**REQUEST FOR QUOTATION**

PCAF-BAC-QP01-F01  
Version 8

BAC-RFQ-2026-059

Reference Number

Date: 4/6/2026 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: 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: **April 7, 2026**

Deadline for Submission: **April 10, 2026 - 9:00AM**

PR No.: **26-03-139**

Total ABC: **PhP 489,000.00**

End-User: **PDCD**


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>MEALS AND ACCOMMODATION FOR NAF COUNCIL MEETING ON APRIL 21-23, 2026 IN QUEZON CITY HOTEL ROOM ACCOMMODATION:</b> (airconditioned or with good ventilation, 2 single rooms, 14 twin sharing, 10 triple sharing with individual bed and internet connectivity; 1 secretariat room) <b>Date: April 21-23, 2026</b> 3 days and 2 nights for 60 pax <b>Single Occupancy:</b> 2 pax @P2,100.00, 2 nights 8,400.00 <b>Twin Sharing Occupancy:</b> 28 pax @P1,050.00, 2 nights 58,800.00 <b>Triple Sharing Occupancy:</b> 30 pax @P1,000.00, 2 nights 60,000.00 <b>1 Secretariat Room - Free</b> <b>MEALS:</b> <b>Day 1 - AM Snacks, Managed Buffet Lunch, PM Snacks and Managed Buffet Dinner</b> 60 pax @P1,550.00 93,000.00 <b>Day 2 - Managed Breakfast, AM Snacks, and Managed Buffet Lunch</b> 150 pax @P1,170.00 175,500.00 <b>Day 2 - PM Snacks and Managed Buffet Dinner</b> 60 pax @P900.00 54,000.00 <b>Day 3 - Managed Buffet Breakfast</b> 60 pax @P655.00 39,300.00 <b>Inclusions:</b> <b>MEALS should include two (2) main courses, vegetables, soup, dessert, and one round drinks/juice should be locally produced</b> <b>Note: No Cream Dory in the menu</b> <b>Free provision of the following for a period of three (3) days:</b>	127,200.00	489,000.00		
			361,800.00			



	<ul style="list-style-type: none"> <li>- Conference/Function Room could accommodate 150 participants; preferably rectangle tables for classroom-type table arrangement; well-lighted, airconditioned or with good ventilation</li> <li>- Lift or elevator when building has more than 2 floors for Senior Citizens and PWD use.</li> <li>- LED Wall to be used on April 22, 2026; at least 2 projector screens; pads, and pen</li> <li>- Camera (since activity will be hybrid, some participants will join online) - Sound System, at least 5 extension cords; and at least 7 microphones with extra batteries, projectors and wireless presenters/ pointers.</li> <li>- Electricity for laptops, LCDs, and printers</li> <li>- Flowing coffee/tea and purified water, candies/mints and peanuts during sessions.</li> <li>- Parking and access to other hotel amenities, complementary Wi-fi connectivity for participants and secretariat (ensure reliable and uninterrupted internet access) and standby technician and generator</li> </ul> <p><b>Note:</b> location must be strategically located and accessible by public transport and near to PCAF office, clinics or hospitals</p> <p><b>Preferred Location:</b> within Quezon City  <b>Payment:</b> To be processed upon completion of the activity</p> <p><i>Purpose: For NAF Council Meeting</i>  <b>TOTAL (inclusive of government tax)</b>  ***** Nothing follows *****</p>	<b>TOTAL</b>	<b>489,000.00</b>		
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**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).*

Name of Company	Name/Designation of Supplier	Signature
Address of Company/Firm	Telephone No.(s)/Email Address	Tax Identification Number

