



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

**Procurement
Quality Form**

REQUEST FOR QUOTATION

PCAF-BAC-QP01-F01
Version 8

BAC-RFQ-2026-060

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, 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: **April 7, 2026**

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

PR No.: **26-03-136**

Total ABC: PhP **252,000.00**

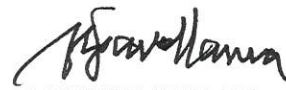
End-User: **PDD-SMS**

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	PROCUREMENT OF MEALS AND ACCOMMODATION FOR THE CONDUCT OF RAFC MIMAROPA BENCHMARKING 2026 IN BAGUIO CITY ON APRIL 21-24, 2026 4 days and 3 nights for 35 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 1st Day April 21, 2026 (Lunch, PM Snacks and Dinner) 35 2nd Day April 22, 2026 (Full Board with Accomodation) 35 3rd Day April 23, 2026 (Full Board with Accomodation) 35 4th Day April 24, 2026 (Breakfast and Snacks) 35 MEALS should include two (2) main courses, vegetables, soup, dessert, and one round drinks/juice 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 Must be strategically located and accessible by public transport and near to clinics or hospitals Venue: BAGUIO CITY APRIL 21-24, 2026 <i>Purpose: For the conduct of the MIMAROPA Benchmarking Activity on Highland and Lowland Vegetables in Baguio City.</i> TOTAL (inclusive of government tax) ***** Nothing follows *****		252,000.00		
		TOTAL		252,000.00		



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

