

Republic of the Philippines  
 Department of Agriculture  
 BUREAU OF FISHERIES AND AQUATIC RESOURCES 8  
 BIDS AND AWARDS COMMITTEE (BAC) Office  
 MRGP Commercial Bldg., Brgy. 77 Marasbaras, Tacloban City  
 E-mail: bfar@bac@gmail.com

**REQUEST FOR QUOTATION**

**Alternative Mode of Procurement**

**SS3.9 NF- Small Value Procurement**

\* Bidder may submit a separate sheet if necessary

Company Name \_\_\_\_\_  
 Complete Company Address \_\_\_\_\_

Date : \_\_\_\_\_  
 RFQ No. : 24-0064  
 PR No. : R8 24-01-0023  
 Philgeps Ref. No. : \_\_\_\_\_

*To whom it may concern :*  
 Please quote your lowest price/s on the lot or item/s listed below, subject to the **GENERAL CONDITIONS** indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative to the address listed above **not later than:** \_\_\_\_\_ at \_\_\_\_\_.  
 Very truly yours,  
 \_\_\_\_\_  
**ATTY. REA ABIGAIL M. CANDIDO**  
**BAC CHAIRPERSON**

**AUTHORIZED CANVASSER'S CERTIFICATION**  
 This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation (RFQ) in accordance to the guidelines (including the attachment by the bidder of Documentary Requirements in the CHECKLIST below) in securing prices for the Bureau of Fisheries and Aquatic Resources (BFAR) Regional Office - 8.  
 \_\_\_\_\_  
**PAUL CORDETA**  
 (Signature above Printed Name)

PLEASE QUOTE PER: 1 LOT

LOT NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY	UNIT OF MEASURE	APPROVED BUDGET OF THE CONTRACT (ABC)	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX	
					FINANCIAL PROPOSAL (Indicate the Price Offer)	
					UNIT PRICE	TOTAL PRICE
<b>LOT 1</b>				<b>62,500.00</b>		
1	Food and Room Accommodations for the five (5) Auditors for five (5) days during the Conduct of System and Performance Audit on May 6-10, 2024 at Tacloban City.	25	pax			
<b>LOT 2</b>				<b>25,500.00</b>		
1	Food for RFIQU Personnel During the Exit Meeting of System and Performance Audit on May 10, 2024 at Tacloban City	17	pax			
<b>TOTAL :</b>				<b>88,000.00</b>		

**TERMS AND CONDITIONS:**

- That the winning bidder shall provide food and room accommodation for the five (5) auditors for five (5) days during the Conduct of System and Performance Audit.
- That the winning bidder shall provide meals (Breakfast, AM and PM Snacks and Dinner) for seventeen (17) pax during the Exit Meeting of 2024 System and Performance Audit.
- That payment shall be made after services have been rendered, papers processed and inspected by duly authorized BFAR personnel.

**GENERAL CONDITIONS:**

- All entries must be legible, preferably typewritten;
- Bidders must submit eligibility documents indicated in the CHECKLIST below;
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:  
 \* Your Company Name \* PR Number (Indicated above) \* Bid Opening Date & Time
- Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award/ Purchase Order (Indicate days of delivery in the Bidder's Certification Box)
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price offer validity shall be for a period of three (3) months from the Bidder's RFQ date;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before processing of payment;
- Failure to comply with these conditions shall mean **DISQUALIFICATION** of your bid proposal.
- Terms of Payment: At least thirty (30) days upon complete delivery of the items/ services through check or online payment.

CHECKLIST OF DOCUMENTARY REQUIREMENTS	
_____	Mayor's/Business Permit
_____	Philgeps Registration No.
_____	Omnibus Sworn Statement (OSS)
_____	Income tax return
_____	NFCC
_____	PCAB License
_____	Curriculum Vitae/ Professional License

END-USER: ATTY. VIODELA CANILLAS-PEN  
 PLACE OF DELIVERY: \_\_\_\_\_  
 DELIVERY PERIOD: \_\_\_\_\_  
 Prepared by: cdbt

**SUPPLIER/ CONTRACTOR/ CONSULTANT (BIDDER'S CERTIFICATION BOX)**

Date: \_\_\_\_\_

After having carefully read and accepted your General Conditions, I/ We quote you on the lot/s and/or item/s at price/s noted above for immediate delivery and shipment which can be made within the delivery period required herein, or as I/We offered below, whichever is preferred by BFAR-8, from receipt of the Notice to Proceed (NTP).

DELIVERY PERIOD: \_\_\_\_\_ DAYS

\_\_\_\_\_  
 Signature above Printed Name of Authorized Representative

\_\_\_\_\_  
 Position/ Designation

\_\_\_\_\_  
 Company Tel/ Fax/ Mobile No.

\_\_\_\_\_  
 Company Tax Identification No. (TIN)

\_\_\_\_\_  
 PHILGEPS Registration Number