

REQUEST FOR QUOTATION


Alternative Mode of Procurement

SSS9 NP: Small Value Procurement

* Bidder may submit approved sheet if necessary

Date: 24/01/24
 RFQ No.: 24-0119
 PR No.: RR 24-01-0115
 Philippine Ref. No. _____

Company Name _____
 Complete Company Address _____

To whom it may concern:
 Please quote your lowest prices on the lot or items 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 ARGAM 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.

ALBERTO S. NAING
 (Signature above Printed Name)

PLEASE QUOTE PER 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		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
					FINANCIAL PROPOSAL (Indicate the Price Offer)			
					UNIT PRICE	TOTAL PRICE		
LOT 1					28,500.00			
1	SAAD Phase II Orientation and Beneficiary Profiling in Salcedo, Eastern Samar, on April 1, 2024	30	pax					
LOT 2					28,500.00			
1	SAAD Phase II Orientation and Beneficiary Profiling in Maydolong, Eastern Samar, on April 2, 2024	30	pax					
LOT 3					28,500.00			
1	SAAD Phase II Orientation and Beneficiary Profiling in Canavid, Eastern Samar, on April 3, 2024	30	pax					
LOT 4					28,500.00			
1	SAAD Phase II Orientation and Beneficiary Profiling in San Policarpo, Eastern Samar, on April 4, 2024	30	pax					
LOT 5					28,500.00			
1	SAAD Phase II Orientation and Beneficiary Profiling in Lawaan, Eastern Samar, on April 5, 2024	30	pax					
TOTAL :				142,500.00				

TERMS AND CONDITIONS:

1. That the winning bidder shall provide food and catering for (3) meals and (2) snacks (break fast, lunch, dinner and AM & PM snacks) per day as stated above.
 2. The end-user shall notify the winning bidder of the specific dates of the meetings or of any changes in the schedule.
 3. The payment shall be made after meetings have been conducted or services have been rendered, and papers have been processed and inspected by duly authorized BFAR personnel.
- Meals shall include one (1) serving/pax of the following:
- 1) 2 kinds of meat and 1 kind of fish/seafood
 - 2) Vegetable
 - 3) Soup
 - 4) Rice
 - 5) Dessert
 - 6) Drinks - softdrinks (bottled) and mineral water
- AM and PM snacks shall include the following:
- 1) Traditional Filipino delicacy or Noodles/Pasta dish or Cake/Pastry/ Sandwich
 - 2) Bottled drinks or fresh fruit juice (not powdered)

GENERAL CONDITIONS:

1. All entries must be legible, preferably typewritten.
2. Bidders must submit eligibility documents indicated in the CHECKLIST below.
3. 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
4. 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).
5. Items delivered must have warranties for unit replacements, parts, labor or other services.
6. Price offer validity shall be for a period of three (3) months from the Bidder's RFQ date.
7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC).
8. Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before processing of payment.
9. Failure to comply with these conditions shall mean DISQUALIFICATION of your bid proposal.
10. 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
- Philippine Registration No.
- Income Tax Return (ITR)
- Income tax return
- NFC
- PCAB License
- Curriculum Vitae/Professional License

END USER: DAN DE SAN MIGUEL
 PLACE OF DELIVERY: _____
 DELIVERY PERIOD: _____
 Prepared by: _____

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 _____