

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: [hfar8bac@gmail.com](mailto:hfar8bac@gmail.com)

**REQUEST FOR QUOTATION**

**Alternative Mode of Procurement**

**S53.9 NP- Small Value Procurement**

*\* Bidder may submit a separate sheet if necessary*

Date : \_\_\_\_\_  
 RFQ No. : **24-0111**  
 PR No. : **R8 24-01-0142**  
 Philgeps Ref. No. : \_\_\_\_\_

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

**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: 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)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					UNIT PRICE	TOTAL PRICE	
1	Food and Catering Services during the conduct of 2024 Regional BASIL Planning Activity and Reconciliation of Production Reports in Babatngon, Leyte on March 7-8, 2024 (2 days)	50	pax	88,000.00			
<b>TOTAL :</b>				<b>88,000.00</b>			

**TERMS AND CONDITIONS:**

- That the winning bidder shall provide **FOOD and CATERING SERVICES**:  
 1st day - 50 pax breakfast, lunch, AM snacks & PM snacks, and dinner  
 2nd day - 50 pax breakfast, lunch, AM snacks & PM snacks
- That the winning bidder shall follow the menu provided:  
 Breakfast - rice, combination of two of any of the following options (egg, ham, corned beef, hotdog, fried bangus, dried fish), tropical fruit, coffee/juice  
 AM/PM Snacks - traditional Filipino delicacy or noodles/pasta dish or cake/pastry/sandwich, bottled drinks/water  
 Lunch/Dinner - rice, two kinds of meat and one kind of fish/seafood, vegetable, dessert, bottled drinks or water;
- That the winning bidder shall provide flowing coffee during the entire duration of the activity;
- That the winning bidder shall follow the Covid-19 health and safety protocols to ensure the safety of the participants and facilitators;
- That the winning bidder shall receive payment after services have been satisfactorily rendered, papers processed, and inspected by the duly authorized representative of BFAR 8.

**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: ABRAHAM S. CERA  
 PLACE OF DELIVERY: \_\_\_\_\_  
 DELIVERY PERIOD: 2 days  
 Prepared by: iaa

**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