

Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES 8**  
**BIDS AND AWARDS COMMITTEE (BAC) Office**  
 3rd Floor MRGP Commercial Bldg., Marasbaras, Tacloban City  
 E-mail : bfar8bac@gmail.com

**REQUEST FOR QUOTATION**

**ALTERNATIVE METHOD OF PROCUREMENT:**

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

\* Bidder may submit a separate sheet if necessary

Date: 2/27/2024

RFQ No.: 24-0110

PR No.: R8-24-02-0167

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**

ITEM No.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT OF MEASURE	APPROVED BUDGET FOR THE CONTRACT (ABC)
1	Food and catering services for the conduct of I-FIT Assessment for the three (3) LGUs under FMA 9, namely Bontoc, Macrohon and Maasin City of Southern Leyte for three (3) days	75	pax	78,750.00
TOTAL				78750

SUPPLIER/ CONTRACTOR/ CONSULTANT'S PROPOSAL BOX		
FINANCIAL PROPOSAL (Indicate Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)
UNIT PRICE	TOTAL PRICE	

**Terms and Conditions:**

- that the winning bidder shall provide food and catering services on March 20-22, 2024 at BFAR PFO Maasin Southern Leyte for 25 pax in three days
- that the winning bidder shall provide Breakfast, AM Snacks, Lunch, PM Snacks and Dinner for three (3) days
- That the winning bidder shall follow the suggested menu:  
 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 Snack: 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 free flowing coffee for three days
- that the payment will be paid upon completion of services, papers processed, inspected and accepted by authorized BFAR 8 representative

**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	_____
NPCC	_____
PCAB License	_____
Curriculum Vitae/ Professional License	_____

END-USER: EDMAR KRISTOPHER P. PETALLANA

PLACE OF DELIVERY: \_\_\_\_\_

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

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