

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: 2/20/2024

RFQ No.: 24-0133


PR No.: R8-24-02-0170

PHILGEPS

Ref. No.: 10571475

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.

**KHE JEAN T. DELIZON**

(Signature above Printed Name)

PLEASE QUOTE PER: **LOT**

| LOT No. | ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)   | QTY. | UNIT OF MEASURE | APPROVED BUDGET FOR THE CONTRACT (ABC) |
|---------|---|------|-----------------|--|
| LOT 1   |   |      |                 |  |
| 1       | Food for twenty five (25) participants for three (3) days in Bgy. East, San Jose, Northern Samar. | 25   | pax             | 71,250.00                              |

| 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 serve the following on February 27-29, 2024;  
 Breakfast - plain rice, dried fish, meat, egg, fresh fruit & bottled water  
 AM Snacks - sliced cake & bottled drink  
 Lunch - plain rice, meat, vegetable, fish, dessert, & bottled water  
 PM Snacks - bread & bottled drink  
 Dinner - plain rice, meat, vegetable, seafood, fresh fruit & bottled water

That the winning bidder shall deliver the food on time;

That payment shall be made after the food have been delivered and served, papers inspected and processed by authorized BFAR representatives.

| LOT No. | ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)                                       | QTY. | UNIT OF MEASURE | APPROVED BUDGET FOR THE CONTRACT (ABC) |
|---------|---|------|-----------------|--|
| LOT 2   |   |      |                 |  |
| 1       | Food for twenty five (25) pax for three days (3) days in Bgy. West, San Jose, Northern Samar. | 25   | pax             | 71,250.00                              |
|         |   |      | TOTAL           | 142500                                 |

| 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 serve the following on March 5-7, 2024;  
 Breakfast - plain rice, dried fish, meat, egg, fresh fruit & bottled water  
 AM Snacks - sliced cake & bottled drink  
 Lunch - plain rice, meat, vegetable, fish, dessert, & bottled water  
 PM Snacks - bread & bottled drink  
 Dinner - plain rice, meat, vegetable, seafood, fresh fruit & bottled water

That the winning bidder shall deliver the food on time;

That payment shall be made after the food have been delivered and served, papers inspected and processed by authorized BFAR representatives.

**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. Item/s 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                |
| Philgeps Registration No.              |
| Omnibus Sworn Statement (OSS)          |
| Income tax return                      |
| NFLC                                   |
| PCAB License                           |
| Curriculum Vitae/ Professional License |

END-USER: MAIDA G. DE LA CRUZ

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