

Republic of the Philippines
 Department of Agriculture
**BUREAU OF FISHERIES AND AQUATIC RESOURCES &
 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
S53.9 NP- Small Value Procurement

* Bidder may submit a separate sheet if necessary
 Date: MARCH 13, 2024
 RFQ No.: 24-0168
 PR No.: R 8 24-02-0172
 Philgeps Ref. No.: 10048701

 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 in the address listed above **not later than:** _____ at _____.
 Very truly yours,

ATTY. REA AHIGAIL 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.

JAY M. CAYUBIT
 (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	
LOT 1					95,000.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Daram, Samar on May 7-8, 2024	50	pax				
LOT 2					95,000.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Talalora, Samar on April 11-12, 2024	50	pax				
LOT 3					47,500.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Villareal, Samar on April 18-19, 2024	25	pax				
LOT 4					47,500.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Tarangnan, Samar on April 23-24, 2024	25	pax				
LOT 5					47,500.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Jiabong, Samar on April 25-26, 2024	25	pax				
LOT 6					47,500.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Sto. Nino, Samar on April 30-May 1, 2024	25	pax				
LOT 7					47,500.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Almagro, Samar on May 14-15, 2024	25	pax				
LOT 8					47,500.00		
1	Food for 25 pax during the conduct of Organizational Development Training, Fish N'Learn and Financial Management and Simple Bookkeeping in Tagapul-an, Samar on May 21-22, 2024	25	pax				
TOTAL :				475,000.00			

TERMS AND CONDITIONS:

- That the winning bidder shall provide food (Breakfast, AM & PM snacks, Lunch and Dinner) during the above scheduled activities;
- That the winning bidder shall follow the suggested menu provided by BFAR 8:
 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 each activities;
- That the payment shall be made after services of each activities have been satisfactorily rendered, paper processed, inspected and accepted by BFAR 8 authorized representative.

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;	<table border="1"> <thead> <tr> <th>CHECKLIST OF DOCUMENTARY REQUIREMENTS</th> </tr> </thead> <tbody> <tr> <td>Mayor's/Business Permit</td> </tr> <tr> <td>Philgeps Registration No.</td> </tr> <tr> <td>Omnibus Sworn Statement (OSS)</td> </tr> <tr> <td>Income tax return</td> </tr> <tr> <td>NFCC</td> </tr> <tr> <td>PCAB License</td> </tr> <tr> <td>Curriculum Vitae/ Professional License</td> </tr> </tbody> </table>	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
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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 item/s/ services through check or online payment.									
END-USER: MARLON C. SALE									
PLACE OF DELIVERY:									
DELIVERY PERIOD:									
Prepared by: cdbt									

SUPPLIER/ CONTRACTOR/ CONSULTANT (BIDDER'S CERTIFICATION BOX)
Date: _____
<i>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).</i>
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