

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: bfarbacc@gmail.com

REQUEST FOR QUOTATION
 Alternative Mode of Procurement
 S53.9 NP- Small Value Procurement

Date: _____
 RFQ No.: 24-0144
 PR No.: R 8 24-02-0183
 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 CANVASER'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
LOT 1				46,000.00		
1	Food and Catering Services during SAAD Provincial Orientation/Kick-off Meeting at Southern Leyte on March 19, 2024.	50	pax			
LOT 2				55,200.00		
1	Food and Catering Services during Training on FRP boat construction and repair and basic of water safety and rescue at Limasawa, Southern Leyte on April 10-11, 2024.	60	pax			
LOT 3				46,000.00		
1	Food and Catering Services during the Training on Fish Processing (drying and bottling), and Product handling, proper packaging and labelling at Limasawa, Southern Leyte on April 17-18, 2024.	50	pax			
LOT 4				36,800.00		
1	Food and Catering Services during the Training on Seaweed Production and Management in Brgy. Ambao, Hinundayan on April 24-25, 2024.	40	pax			
LOT 5				46,000.00		
1	Food and Catering Services during the conduct of Participatory Rural Appraisal (PRA) in San Ricardo, San Francisco and Padre Burgos on May 9-10, 2024	50	pax			
LOT 6				36,800.00		
1	Food and Catering Services during the Training Fish Processing (deboned, bottled and soft-boned), and Product handling, proper packaging and labelling at Tomas Oppus, Southern Leyte on July 18-19, 2024	40	pax			
LOT 7				78,200.00		
1	Food and Catering Services during the SAAD Provincial Assessment/M & E on November 20, 2024	85	pax			
TOTAL :				345,000.00		

TERMS AND CONDITIONS:

- That the winning bidder must provide meals (breakfast, AM and PM snacks, and lunch) to the indicated number of pax and must follow the menu provided by the end-user; 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 - rice, two kinds of meat and one kind of fish/seafood, vegetable, dessert, bottled drinks or water;
- That the winning bidder must provide overflowing coffee and water during the entire activity; and
- The payment shall be made after the items have been delivered, inspected and accepted, and papers processed by BFAR authorized personnel.

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 item/s/ services through check or online payment.

END-USER: _____
 PLACE OF DELIVERY: _____
 DELIVERY PERIOD: _____
 Prepared by: _____

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

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