

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: bfar8bac@gmail.com

REQUEST FOR QUOTATION

Alternative Mode of Procurement

SS3.9 NP- Small Value Procurement

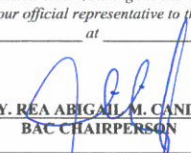
* Bidder may submit a separate sheet if necessary

Date : MARCH 12, 2024
 RFQ No. : 24-0183
 PR No. : R8 24-03-0213
 Philgeps Ref. No. : 10653742

 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 CORDEZA
 (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		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					FINANCIAL PROPOSAL (Indicate the Price Offer)		
					UNIT PRICE	TOTAL PRICE	
LOT 1					312,000.00		
	FOOD and CATERING SERVICES for the conduct of FMA 8 Management Body First Semester Meeting and Sectoral Consultation (Eastern Visayas and Caraga Region) in Tacloban City						
1	18th Regular MB Meeting on April 16-18, 2024	60	pax				
2	19th Regular MB Meeting on June 18-20, 2024	60	pax				
TERMS AND CONDITIONS (Lot 1):							
1. That the winner bidder shall provide the following: Day 1: MEALS (PM snacks and dinner) Day 2: MEALS (breakfast, AM and PM snacks, lunch, and dinner) Day 3: MEALS (breakfast) 2. That the winning bidder shall observe the following proposed menu: BREAKFAST, shall include one (1) serving/pax of: - rice - combination of 2 of any of the following options (any breakfast viand such as but not limited to egg, ham, corned beef, hotdog, fried fish/dried fish) - tropical fruits AM/PM SNACKS, may choose between any of the following: - traditional Filipino delicacy or noodles/pasta dish or cakes/pastries/sandwich - fresh fruit juice LUNCH/DINNER shall include one (1) serving/pax of the following: - 2 kinds of meat and 1 kind of fish/seafood - vegetable - rice - dessert - bottled drinks and water 3. That the winning bidder shall also offer alternative meal choices to accommodate non-pork eaters or individuals of the Muslim faith; 4. That the winning bidder shall provide a free flowing coffee and water during the entire duration of the activity; 5. That the winning bidder shall provide a projector screen, operational sound system, set of functional microphones (wireless included), extension wires, and standby technical personnel as operator; 6. That the winning bidder shall provide alcohol/hand sanitizers for disinfection; 7. That the winning bidder shall receive payment after services have been satisfactorily and completely rendered, papers processed, and inspected by a duly authorized representative of BFAR 8.							
LOT 2					102,000.00		
	ACCOMMODATION (3 persons per room, 2 nights) in Tacloban City						
1	18th Regular MB Meeting on April 16-17, 2024	10	room				
2	19th Regular MB Meeting on June 18-19, 2024	10	room				
TERMS AND CONDITIONS (Lot 2):							
1. That the winning bidder shall provide an accommodation with well-maintained rooms, amenities, and a safe environment for guests; 2. That the winning bidder shall cater/attend to the needs of the guests; 3. The end-user retains the right to reschedule or cancel the activity in the event of force majeure or similar unforeseen circumstances; 4. That the winning bidder shall receive payment after services have been satisfactorily and completely rendered, papers processed, and inspected by a duly authorized representative of BFAR 8.							
TOTAL :				414,000.00			

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	
_____	<i>Mayor's/Business Permit</i>
_____	<i>Philgeps Registration No.</i>
_____	<i>Omnibus Sworn Statement (OSS)</i>
_____	<i>Income tax return</i>
_____	<i>NFCC</i>
_____	<i>PCAB License</i>
_____	<i>Curriculum Vitae/ Professional License</i>

END-USER: _____ RONNIE P. ESMENA _____
 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