

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. : 24-0169
 PR No. : R8 24-03-0215
 Philgeps Ref. No. : 10648496

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.

JAY M. CAYUBIT
 (Signature above Printed Name)

PLEASE QUOTE PER: ITEM

| ITEM 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 | |
| 1 | Food for 25 pax during the conduct of Participatory Resource Appraisal (PRA) in Brgy. Candugue, Daram, Samar on April 17-18, 2024 | 25 | pax | 47,500.00 | | | |
| 2 | Food for 25 pax during the conduct of Participatory Resource Appraisal (PRA) in Brgy. Yangta, Daram, Samar on April 24-25, 2024 | 25 | pax | 47,500.00 | | | |
| TOTAL : | | | | 95,000.00 | | | |

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:

- 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
- NFCC
- PCAB License
- Curriculum Vitae/ Professional License

END-USER: MARLON C. SALE
 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