

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: bfur8bac@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 14, 2024
 RFQ No.: 24-0179
 PR No.: R8 24-03-0216
 Philgeps Ref. No.: 105467

 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. REABIGAIL 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 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		
					UNIT PRICE	TOTAL PRICE	
LOT 1					61,000.00		
	Food Packs during the Conduct of On-site Field Monitoring and Evaluation of the Enhanced Philippine Seaweed Development Program (EPSDP) Implementation in Eastern Samar, Northern Samar and Leyte on April 15-19, 2024						
1	April 15, 2024 -A.M Snack, Lunch, PM Snack and Dinner	10	pax				
2	April 16, 2024 to April 18, 2024: 3 days for 10 pax (Full Meal)-Breakfast, AM and PM Snack, Lunch and Dinner	30	pax				
3	April 19, 2024 -Breakfast, AM Snack, Lunch and PM Snack	15	pax				
LOT 2					34,000.00		
	Food and Catering Services during the conduct of DA-AFID's Documentation of Success Stories in BFAR 8-RFAPC, Babatngon and Dawahon Is., Bato, Leyte on April 22-24, 2024.						
1	April 22, 2024 -PM Snack and Dinner	5	pax				
2	April 23, 2024 (Full Meal) - Breakfast, AM Snacks, LUNCH, PM Snacks, and DINNER	15	pax				
3	April 24, 2024 -Breakfast, AM Snack, Lunch and PM Snack	15	pax				
TOTAL :				95,000.00			

TERMS AND CONDITIONS:

- That the winning bidder shall observe the proposed menu as follows:
BREAKFAST: shall include one (1) serving/pax of:
 1) rice
 2) a combination of 2 of any of the following options (egg, ham, corned beef, hotdog, fried bangus)
 3) tropical fruit
AM/PM SNACKS: May choose between any of the following:
 1) traditional Filipino delicacy or noodles/pasta dish or cake/pastry/sandwich
 2) bottled drinks or water
LUNCH/DINNER: Shall include one (1) serving/pax of the following:
 1) 2 kinds of meat and 1 kind of fish/seafood
 2) vegetable
 3) rice
 4) dessert
 5) bottled drinks or water
- That the winning bidder shall provide all the food items including utensils.
- That the winning bidder shall receive payment after the items/services have been satisfactorily rendered, papers processed, and inspected by a duly authorized representative of BFAR 8.

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.

END-USER: VICENTA Z. PROJIMO
 PLACE OF DELIVERY: _____
 DELIVERY PERIOD: _____
 Prepared by: edbt

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