Republic of the Philippines
Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES 8
BIDS AND AWARDS COMMITTEE (BAC) Office
3rd Floor MRGP Commercial Bldg., Marasbaras, Tacloban City
E-mail : bfar8bac@gmail.com

REQUEST FOR QUOTATION

ALTERNATIVE METHOD OF PROCUREMENT:

S53.9 NP- Small Value Procurement

** Bidder may submit a separate sheet if necessary*

Date: 15-Apr-24
RFQ No.: 24-0173
PR No.: R8-24-03-0218
PHILGEPS Ref. No.: 10732369

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 CORDETA
(Signature above Printed Name)

PLEASE QUOTE PER: **LOT**

LOT No.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT OF MEASURE	APPROVED BUDGET FOR THE CONTRACT (ABC)	SUPPLIER/ CONTRACTOR/ CONSULTANT'S PROPOSAL BOX: FINANCIAL PROPOSAL (Indicate Price Offer) UNIT PRICE	TOTAL PRICE	TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)
LOT 3							
1	Food and Catering Services during the conduct of Resource Profiling/Baseline Assessment and Capacity-Building/Organization of Management Council in Bato, Leyte on July 11-12, 2024.	35	pax	52,500.00			
LOT 5							
1	Food and Catering Services during the conduct of Resource Profiling/Baseline Assessment and Capacity-Building/Organization of Management Council in Can-avid, Eastern Samar on August 28-29, 2024.	35	pax	52,500.00			
			TOTAL	105,000.00			

Terms and Conditions:

1. That the winning bidder shall provide FOOD and CATERING SERVICES:
1st day - 35 pax breakfast, lunch, AM snacks & PM snacks, and dinner
2nd day - 35 pax breakfast, lunch, AM snacks & PM snacks
2. That the winning bidder shall provide a flowing coffee and sound system during the entire duration of the activity;
3. That the winning bidder shall follow the Covid-19 health and safety protocols to ensure the safety of the participants and facilitators;
4. That the winning bidder shall receive payment after services have been satisfactorily rendered, papers processed, and inspected by the duly authorized representative of BFAR 8.

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

END-USER: ABRAHAM S. CERA
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