

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**

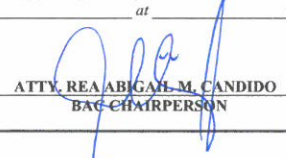
**S53.9 NP- Small Value Procurement**

\* Bidder may submit a separate sheet if necessary

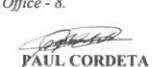
Date : MARCH 26, 2024  
 RFQ No. : 24-0194  
 PR No. : R 8 24-03-0225  
 Philgeps Ref. No. : 10624647

\_\_\_\_\_  
 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: **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 and Catering services during the conduct of 1st Quarter Assessment for 2 days on April 3-4, 2024.	60	pax	180,000.00			
<b>TOTAL :</b>				<b>180,000.00</b>			

**TERMS AND CONDITIONS:**

1. That the winning bidder shall provide FREE VENUE, FOOD (FULL MEALS), and TWO SNACKS (AM Snack & PM Snack) for 60 pax on April 3-4, 2024;
2. That the winning bidder shall provide wide screen, extension wires and well-function sound systems;
3. That the winning bidder shall provide tea & coffee with creamer during the entire duration of the activity.
4. That the winning bidder shall follow the proposed menu provided;
5. That payment shall be made after services have been satisfactorily rendered, paper processed, inspected and accepted by BFAR 8 authorized representative.

**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: ATTY. GRACE FENILDA NUGUIT  
 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