

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 : APRIL 5, 2024
 RFQ No. : 24-0202
 PR No. : R8 24-03-0228
 Philgeps Ref. No. : 10725836

 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:** _____
 Very truly yours,

ATTY. REA ABIGAIL M. CANDIDO
BAC CHAIRPERSON

AUTHORIZED CANVASER'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	
	Food and Catering services to include three (3) full meals (breakfast, lunch, and dinner) and two (2) snacks (AM:PM) per day during the implementation of the Training of Trainers on Multi-Species Freshwater Aquaculture Technologies to be held on May 28-31, 2024 at the BFAR-RFAPC, Babatngon, Leyte						
1	Day 1	35	pax	33,250.00			
2	Day 2	35	pax	33,250.00			
3	Day 3	35	pax	33,250.00			
4	Day 4	35	pax	33,250.00			
TOTAL :				133,000.00			

TERMS AND CONDITIONS:

1) That the winning bidder shall follow the menu and reminders as provided; 2) That the winning bidder shall follow Food and Safety protocols; 3) That payment shall be made after inspection; complete documents; and duly processed by BFAR Personnel.

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: NORBERTO T. BERIDA, RFP, MFT
 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