

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: [hfar8bac@gmail.com](mailto:hfar8bac@gmail.com)


**REQUEST FOR QUOTATION**


**Alternative Mode of Procurement**  
**S53.9 NP- Small Value Procurement**

\* Bidder may submit a separate sheet if necessary

Date : APRIL 17, 2024  
 RFQ No. : 24 - 02 02  
 PR No. : R 8 24 - 03 - 02 28  
 Philgeps Ref. No. : 10757251

\_\_\_\_\_  
 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	
	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			
<b>TOTAL :</b>				<b>133,000.00</b>			

**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