

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: APRIL 26, 2024
 RFQ No.: 24-0217
 PR No.: R8 24-04-0244
 Philgeps Ref. No.: 10790634

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 CANVASSEER'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		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
					FINANCIAL PROPOSAL (Indicate the Price Offer)	UNIT PRICE		TOTAL PRICE
LOT 1					174,000.00			
1	Food and catering services to accommodate 40 persons over the period of 5 days, during the conduct of BFAR8-SAAD Program Phase II GIS Workshop, on May 20-24, 2024, at Provincial Fisheries Office - Naval, Biliran	40	person					
<i>TERMS AND CONDITIONS (Lot 1):</i>								
BFAR8-SAAD Program Phase II GIS WORKSHOP ON MAY 20-24, 2024, PFO NAVAL-BILIRAN								
1. The winning bidder shall provide FOOD (Full meals) and Two Snacks (AM & PM) for 40 persons for five (5) days during the BFAR8-SAAD Program Phase II GIS Workshop on May 20-24, 2024, at PFO-Naval, Biliran.								
2. The winning bidder shall provide tea & coffee with creamer during the entire duration of the activity.								
3. The winning bidder shall follow the proposed menu provided by the end-user.								
4. The winning bidder will receive advance notification of the specific dates for the activity one week prior to its commencement.								
5. Payment will be made after the satisfactory delivery of services, subject to BFAR 8 authorized representative's inspection and acceptance, and documents processed.								
LOT 2					174,000.00			
1	Food and catering services to accommodate 40 persons over the period of 4 days, during the conduct of BFAR8-SAAD Program Phase II YEAR-END physical and financial assessment, on November 25-28, 2024, at BFAR-RFAPC, Babatngon, Leyte.	40	person					
<i>TERMS AND CONDITIONS (Lot 2):</i>								
BFAR8-SAAD Program Phase II YEAR-END PHYSICAL AND FINANCIAL ASSESSMENT ON NOVEMBER 25-28, 2024, BFAR-RFAPC, BABATNGON, LEYTE								
1. The winning bidder shall provide FOOD (Full meals) and Two Snacks (AM & PM) for 40 persons over the course of four (4) days during the conduct of BFAR8-SAAD Program Phase II Year-End physical and financial assessment on November 25-28, 2024, at BFAR-Regional Fisheries Aquaculture Production Center, Babatngon, Leyte.								
2. The winning bidder shall provide tea & coffee with creamer during the entire duration of the activity.								
3. The winning bidder shall follow the proposed menu provided by the end-user.								
4. The winning bidder will receive advance notification of the specific dates for the activity one week prior to its commencement.								
5. Payment will be made after the satisfactory delivery of services, subject to BFAR 8 authorized representative's inspection and acceptance, and documents processed.								
TOTAL :				348,000.00				

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: CYLET SALVACION C. LUZ
 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 _____