

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

**553.9 NP- Small Value Procurement**

\* Bidder may submit a separate sheet if necessary

Date : APRIL 26, 2024  
 RFQ No. : 24-0220  
 PR No. : R 8 24-04-0254  
 Philgeps Ref. No. : 10720814

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 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	
<b>LOT 1</b>					<b>312,000.00</b>		
	FOOD and CATERING SERVICES for the conduct of FMA 8 Management Body Second Semester Meeting and Sectoral Consultation (Eastern Visayas and Caraga Region) in Tacloban City						
1	20th Regular MB Meeting on September 16-18, 2024	60	pax				
2	21st Regular MB Meeting on November 26-28, 2024	60	pax				
<b>TERMS AND CONDITIONS (Lot 1):</b>							
<p>That the winning bidder shall provide the following:            Day 1: MEALS (PM snacks and dinner)            Day 2: MEALS (breakfast, AM and PM snacks, lunch, and dinner)            Day 3: MEALS (breakfast)</p> <p>2. That the winning bidder shall observe the following proposed menu:  <b>BREAKFAST</b>, shall include one (1) serving/pax of:            - rice            - combination of 2 of any of the following options (any breakfast viand such as but not limited to egg, ham, corned beef, hotdog, fried fish/dried fish)            - tropical fruits  <b>AM/PM SNACKS</b>, may choose between any of the following:            - 2 kinds of meat and 1 kind of fish/seafood            - vegetable            - rice            - dessert            - bottled drinks and water</p> <p>3. That the winning bidder shall also offer alternative meal choices to accommodate non-pork eaters or individuals of the Muslim faith;            4. That the winning bidder shall provide a free flowing coffee and water during the entire duration of the activity;            5. That the winning bidder shall provide a projector screen, operational sound system, set of functional microphones (wireless included), extension wires, and standby technical personnel as operator;            6. That the winning bidder shall provide alcohol/hand sanitizers for disinfection;            7. That the winning bidder shall receive payment after services have been satisfactorily and completely rendered, papers processed, and inspected by a duly authorized representative of BFAR 8.</p>							
<b>LOT 2</b>					<b>102,000.00</b>		
	ACCOMMODATION (3 persons per room, 2 nights) in Tacloban City						
1	20th Regular MB Meeting on September 16-18, 2024	10	room				
2	21st Regular MB Meeting on November 26-28, 2024	10	room				
<b>TERMS AND CONDITIONS (Lot 2):</b>							
<p>1. That the winning bidder shall provide an accommodation with well-maintained rooms, amenities, and a safe environment for guests;            2. That the winning bidder shall cater/attend to the needs of the guests;            3. The end-user retains the right to reschedule or cancel the activity in the event of force majeure or similar unforeseen circumstances;            4. That the winning bidder shall receive payment after services have been satisfactorily and completely rendered, papers processed, and inspected by a duly authorized representative of BFAR 8.</p>							
<b>TOTAL :</b>				<b>414,000.00</b>			

**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.

<b>CHECKLIST OF DOCUMENTARY REQUIREMENTS</b>	
	<i>Mayor's/Business Permit</i>
	<i>Philgeps Registration No.</i>
	<i>Omnibus Sworn Statement (OSS)</i>
	<i>Income tax return</i>
	<i>NFCC</i>
	<i>PCAB License</i>
	<i>Curriculum Vitae/ Professional License</i>

END-USER: RONNIE P. ESMENA

PLACE OF DELIVERY: \_\_\_\_\_

DELIVERY PERIOD: \_\_\_\_\_

Prepared by: cdbi

**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