

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 : MAY 1, 2024  
 RFQ No. : 24-0234  
 PR No. : R8 24-04-0282  
 Philgeps Ref. No. : 108 08 457

\_\_\_\_\_  
 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	Cover Assy, Clutch	1	piece	8,000.00			
2	Disc Assy, Clutch	1	piece	12,000.00			
3	Bearing Assy, Clutch Release	1	piece	6,500.00			
4	Bearing Radial Ball	1	piece	500.00			
5	Flywheel Assy with damper	1	piece	60,500.00			
<b>TOTAL :</b>				<b>87,500.00</b>			

**TERMS AND CONDITIONS:**

1. That the winning bidder shall deliver the items to BFAR 8, Tacloban City.
2. That the winning bidder shall follow the correct specification of the parts needed for the repair of the TOYOTA COMMUTER Van. That the end-user may reject the item which are non-compliant to the said specification.
3. That the winning bidder shall deliver the items within 15 Calendar days from receipt of the Purchase Order.
4. That payment shall be made after FULL Delivery, inspected and accepted by BFAR 8 authorized representative and papers processed.

**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: JENNIFER G. CHAN  
 PLACE OF DELIVERY: BFAR8, Tacloban City  
 DELIVERY PERIOD: within 15 calendar days from receipt of Purchase Order  
 Prepared by: cdt

**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