



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

**Procurement
Quality Form**

REQUEST FOR QUOTATION

PCAF-BAC-01
Version 1

2019-041

Reference Number

Date: 4/17/2019 8:59 AM

INSTRUCTIONS:

1. Interested bidders/suppliers are required to read and follow the instructions carefully.
2. Bid proposals/quotations should be submitted in duplicate copies using this Official Canvass Form.
3. Quotations shall be submitted to **BAC Head Secretariat**, at Philippine Council for Agriculture and Fisheries, 3rd Floor, DA-NAFC-LDC Building, Dept. of Agriculture Compound, Elliptical Road, Diliman, Quezon City.
4. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
5. Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier requires.
6. Always indicate the brand name and model of the goods being offered.
7. Price quotations are valid THIRTY (30) calendar days from the declaration of winning bidder.
8. Payment is within THIRTY (30) calendar days from the delivery and receipt of goods.
9. Availability of stocks shall be for SIXTY (60) calendar days from the date of submission of quotation.
10. Delivery period shall be based on the date stated in the approved Purchase Order (PO).
11. Quotations through email should bear the signature of the supplier and shall be addressed to the Head Secretariat at nafcbacsec@yahoo.com.ph or pcafbac@gmail.com
12. Quotations through FAX are allowed for suppliers outside Metro Manila only.
13. Quotations should be inserted on sealed envelopes with signature of bidder across the flap thereon. The name of the company, telephone number and PR Number should be written on the face of the envelope.
14. Awarding shall be done by (Item)
15. Mode of procurement: (Small Value Procurement)
16. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
17. **CERTIFICATE of PHILGEPS REGISTRATION** must be submitted along with sealed bids.
- 18.


Date of RFQ: April 17, 2019

Deadline for Submission: April 26, 2019

PR No.: <u>19-04-204</u>		End-User: <u>PMKMD-MES</u>		Suppliers/Bidders Portion (Must indicate both unit & total price quotations)	
Total ABC : <u>PhP 200,000.00</u>					
Quantity	Unit	Item Description	Brand/Model	Unit Price	Total
1	Lot	Food and Accommodation 2 days @ 50 pax Meals during evening session 1 evening session @ 50 pax <i>Inclusions:</i> Hotel Room Accommodation (single bed/pax) 2 twin sharing, 9 quadruple sharing; 2 quintuple sharing Meals on the 1 st day- AM snacks, lunch, PM snacks, Dinner, evening session Meas on the 2 nd day- Breakfast, AM snacks, lunch, PM snacks *Meals should include 2 main course, vegetable, dessert & 1 round drink during lunch & dinner NO CREAM DORY Provision of LCD projector and screen, whiteboard with marker and eraser, pads and pencils Free use of electricity for laptops and printers Free use of sound system Flowing coffee/tea and purified water, candies/mints during sessions With complimentary welcome streamer Complimentary in-room WIFI connectivity to all rooms & conference room & access to other hotel amenities free of charge Preferred location: San Mateo, Rizal Date: May 9-10, 2019 Purpose: For the conduct of Workshop on Crafting and Harmonization of Rating Scale for DPCR and IPCR and PRIME-HRM.			

Amount in words:

Please quote your lowest price for the hereinafter listed good/s strictly following the instructions above.


ESTRELLA V. TULAY
 Chairperson, BAC

Canvasser

The PCAF Bids & Awards Committee (BAC)
3rd Floor, DA-NAFC-LDC Building, DA Compound, Elliptical Road,

Diliman, Quezon City

Sir:
In connection with your Request for Quotation, I/We have carefully read, fully understood your instructions and requirements. I/We agree to furnish/deliver, in conformity with the above-stated specifications, any/all of the items described/required shall be based on the date stated in the approved Purchase Order (PO).

Name of Company

Name/Designation of Supplier

Signature

Address of Company/Firm

Telephone Number(s)

Tax Identification Number

