



**PHILIPPINE COUNCIL FOR  
AGRICULTURE AND FISHERIES**

**Procurement  
Quality Form**

**REQUEST FOR QUOTATION**

PCAF-BAC-01  
Version 1

**2019-029**

*Reference Number*

Date: 3/20/2019 3:01 PM

**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, 3<sup>rd</sup> 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](mailto:nafcbacsec@yahoo.com.ph) or [pcafbac@gmail.com](mailto: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 (Lot)
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.

**Date of RFQ:** March 20, 2019


**Deadline for Submission:** March 25, 2019

**PR No.:** 19-03-150      **End-User:** PCAF      **Suppliers/Bidders Portion (Must indicate both unit & total price quotations)**  
**Total ABC :** PhP 780,840.00

Quantity	Unit	Item Description	Brand/Model	Unit Price	Total
1	Lot	<p><b>Meals for the conduct of various meetings/activities of PCAF for the 2nd Quarter FY 2019</b></p> <p>Breakfast x 219 pax            AM Snacks x 2,116 pax            Lunch x 2,115 pax            PM Snacks x 2,069 pax            Dinner x 144 pax</p> <p><b>Inclusions:</b>  <b>AM/PM Snacks</b>-pasta or noodles (180 gms) with 2 pcs sliced bread or sandwich (w/ spread) or kakanin (40-100 gms) or fresh fruits (e.g. -1 banana) or mixed fruits (30-40 gms) with milo (22 gms sachet) / juice (330 ml) and flowing coffee (3-in-1, 30 gms sachet)  <b>Breakfast/Lunch/Dinner</b>- Rice(1 cup), Meat-chicken/pork or beef (90 gm),vegetables (120 gms) and dessert- fruits(40-70 gms), bottled water/soda or juice (1 pc. 330 ml)</p> <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. No cream dory</li> <li>2. Supplier should be within 5 km. distance from PCAF office.</li> <li>3. Meals should include rice, 2 main courses with vegetable, dessert, drinks</li> <li>4. Request for catering should be at least two (2) days before the activity. However, in case of urgent meetings, one (1) day may be allowed.</li> <li>5. Minimum of 9 pax/delivery.</li> <li>6. Provision of staff/crew/waiters during catering.</li> <li>7. Biodegradable materials should be used for meals/drinks.</li> <li>8. PCAF has the option for buffet service for a minimum of 30 pax</li> <li>9. Red/brown rice may be served upon request.</li> <li>10. Cost should include applicable taxes.</li> </ol> <p><b>Purpose:</b> For use in the conduct of PCAF various meetings/activities for the 2nd Quarter FY 2019.</p>			

**Amount in words:**

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

  
**ESTRELLA V. TULAY**  
 Chairperson, BAC

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Canvasser

The PCAF Bids & Awards Committee (BAC)  
 3<sup>rd</sup> 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