	PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES Procurement Quality Form **REQUEST FOR QUOTATION**	PCAF-BAC-01 Version 1 **2019-034** *Reference Number* *Date:* 4/4/2019 9:26 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 (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: __April 4, 2019__   **Deadline for Submission:** __April 10, 2019__

PR No.: **19-01-028__** Total ABC : PhP **298,200.00**	End-User: **PDD-CDS**	Suppliers/Bidders Portion (Must indicate both unit & total price quotations)		
Quantity	**Unit**	**Item Description**	**Brand/ Model**	**Unit Price**	**Total**
1	lot	**MEALS AND ACCOMMODATION** 4 nights and 5 days @ 42 pax **Meals during evening session** 1 evening session @ 42 pax *Inclusions:* **HOTEL ROOM ACCOMMODATION** (airconditioned, triple sharing, individual bed) **MEALS** on the 1st day (PM Snacks, Buffet Dinner) **MEALS** on the 2nd, 3rd and 4th day (Buffet Breakfast, AM Snacks, Buffet Lunch, PM Snacks, Buffet Dinner) **MEALS** on the 5th day (Buffet Breakfast, AM Snacks and Lunch) *-Meals should include three (3) main courses plus soup, dessert and one (1) round drinks/juice during lunch & dinner.* - Use of Conference Room for 3.5 days and 1 evening session (could accommodate participants up to 42 pax for fish bone and/or round table setup) - Provision of LCD screen. - Free use of electricity for laptops, LCDs, and printers - Free use of sound system and microphones - Free Flowing coffee - With complimentary welcome streamer & back drop tarpaulin - Complimentary Wi-Fi connectivity Preferred Location: **Quezon Province** (must be strategically located and accessible by public transport) **Purpose**: For the conduct of Competency Advancement of Policymaking and Engagement (3rd batch) for Agricultural and Fishery Councils of Marinduque province on May 20-24, 2019.			
Amount in words:				

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

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FIDELIA DE ASIS-ANDRES
Vice Chairperson, BAC

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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