



**PHILIPPINE COUNCIL FOR
AGRICULTURE AND FISHERIES**

**Procurement
Quality Form
REQUEST FOR QUOTATION**

PCAF-BAC-01
Version 1

2019-056

Reference Number

Date: 6/7/2019 11:33 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: June 7, 2019

Deadline for Submission: June 11, 2019

| | | |
|--|-----------------------------------|---|
| PR No.: <u>19-05-282</u> | End-User: <u>PDCD-SPDS</u> | Suppliers/Bidders Portion (Must indicate both unit & total price quotations) |
| Total ABC : <u>PhP 153,000.00</u> | | |

| Quantity | Unit | Item Description | Brand/Model | Unit Price | Total |
|----------|------|---|-------------|------------|-------|
| 1 | lot | MEALS (Buffet) 1st day (June 19, 2019) Lunch, PM Snacks, Dinner - 50 pax 2nd day (June 20, 2019) Breakfast - 150 pax AM Snack, Lunch, PM Snack- 200 pax Dinner- 150 pax 3rd day (June 21, 2019) Breakfast- 50 pax <i>Inclusions:</i> Meals during breakfast should include two (2) main courses plus egg, rice, dessert and coffee Meals during lunch and dinner should include two (2) main courses plus vegetable, rice, soup, dessert and softdrinks/juice. AM Snack: sandwich/pastries, juice PM Snack: pasta & pastries/pansit & kakanin Over flowing coffee, standby water dispenser -NO CREAM DORY -Supplier should be within 5 km distance from PCAF. -Provision of staff/crew/waiters during the catering -Red/brown rice may be served upon request. - Cost should include applicable taxes. Purpose: National Coconut Summit 2019, June 20, 2019 | | | |

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 |