



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
**BIDS AND AWARDS COMMITTEE (BAC) OFFICE**  
 Peñaranda Street, Barangay Taft, Surigao City

|   |
|---|
| <b>REQUEST FOR QUOTATION</b><br>Mode of Procurement<br><b>451-23</b>  |
| <input type="checkbox"/> SHOPPING (b)<br><input type="checkbox"/> NP (Small Value Procurement)<br><input type="checkbox"/> NP (Lease of Real Property or Venue) |
| Please check whichever is applicable  |

\_\_\_\_\_  
**Company Name**

**PR No.: 20233-08-1000**  
**PhilGEPS Ref No.**

\_\_\_\_\_  
**Complete Company Address**

**To whom it may concern:** **August 12, 2023**  
 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 not later than, **August 18, 2023** to the address listed above.

*Very truly yours,*

**ANNA MELISSA M. TALAVERA**  
 BAC Chairperson

**CANVASSER'S CERTIFICATION**

*This is to certify that I have full knowledge, authority and responsibility in distributing and/or guidelines in securing prices for the Bureau of Fisheries and Aquatic Resources.*

**MATT T. ALCANTARA**  
 Authorized Canvasser

| PLEASE QUOTE : PER ITEM/PER LOT                                 |  |     |      |                                   | SUPPLIER/CONTRACTOR/CONSULTANT DISPOSAL BOX  |       |       |  |    |
|---|--|-----|------|-----------------------------------|--|-------|-------|--|----|
| NO.   | ITEM DESCRIPTION<br>(ITEM NAME & TECHNICAL SPECIFICATIONS)   | QTY | UNIT | APPROVED BUDGET OF CONTRACT (ABC) | FINANCIAL PROPOSAL<br>(Indicate Price Offer) |       |       | TECHNICAL PROPOSAL<br>(Indicate Brand/Model Offer) |    |
|   |  |     |      |                                   | UNIT   | PRICE | TOTAL | YES  | NO |
| <b>Labor Services for the Processing of Tenurial Instrument</b> |  |     |      |                                   |  |       |       |  |    |
| 1   | Labor Services for the processing of Tenurial Instruments of the Kitcharao Technology Outreach Station | 5   | lot  | 120,000.00                        |  |       |       |  |    |
|   | *****NOTHING FOLLOWS*****  |     |      |                                   |  |       |       |  |    |
|   | <b>TOTAL</b>   |     |      | <b>120,000.00</b>                 |  |       |       |  |    |

**GENERAL CONDITIONS:**

- All entries must be written and legible;
- Bidders must submit the following documents:  
Shopping (Sec. 52.1(b)) Mayor's/Business Permit; PhilGEPS Registration Number  
Small Value Procurement (Sec. 53.9) Mayor's/Business Permit; ; Prof. License/CV (consulting services); PhilGEPS Registration Number, PCAB License (Infra); Income/Business Tax Return; Omnibus Sworn Statement
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
  - ✓ Your Company Name
  - ✓ RFQ No.
  - ✓ PR No.
  - ✓ PHILGEPS Reference No.
- Item/s delivered must have warranties for unit replacements, parts, labor and other services;
- Price validity shall be for a period of three (3) months
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC)
- Delivery Period must be at least within thirty (30) calendar days upon receipt of the Purchase Order (Indicate days of delivery in the Bidder's Certification Box);
- Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
- Failure to comply with these conditions shall mean disqualification of your bid proposal.

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**

**Date:** \_\_\_\_\_

*After having carefully read and accepted your General Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in \_\_\_\_\_ days from receipt of Notice of Award.*

\_\_\_\_\_

**Printed Name & Signature of Authorized Representative**

\_\_\_\_\_

**Company Tel./Fax/Mobile No.**

\_\_\_\_\_

**Company Tax Identification No. (TIN)**