



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>	
<u>Mode of Procurement</u>	
<b>162-24</b>	
<input type="checkbox"/> SHOPPING (b)	
<input checked="" type="checkbox"/> NP (Small Value Procurement)	
<input type="checkbox"/> NP (Lease of Real Property or Venue)	
<u>Please check whichever is applicable</u>	

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

PR No.: 2024-03-544

PhilGEPS Ref No.

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

**To whom it may concern:** **March 14, 2024**  
 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, **March 18, 2024** 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.

\_\_\_\_\_  
 Authorized Canvasser

PLEASE QUOTE : **PER ITEM/PER LOT**

NO.	UNIT	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY	APPROVED BUDGET OF CONTRACT (ABC)	SUPPLIER/CONTRACTOR/CONSULTANT DISPOSAL BOX			
					FINANCIAL PROPOSAL (Indicate Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
					UNIT	PRICE	TOTAL	YES
<b>Catering Services re : Workshop for the Submission of the Property, Plant and Equipment Forms</b>								
		<b>March 19, 2024</b>						
1	pax	AM Snack	32	4,800.00				
2	pax	Lunch	32	10,240.00				
3	pax	PM Snack	32	4,800.00				
		<b>March 20, 2024</b>						
4	pax	AM Snack	32	4,800.00				
5	pax	Lunch	32	10,240.00				
6	pax	PM Snack	32	4,800.00				
		<b>March 21, 2024</b>						
7	pax	AM Snack	32	4,800.00				
8	pax	Lunch	32	10,240.00				
9	pax	PM Snack	32	4,800.00				
		*****NOTHING FOLLOWS*****						
			<b>TOTAL</b>	<b>59,520.00</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)**