

# REQUEST FOR QUOTATION



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
**BIDS AND AWARDS COMMITTEE**  
Arellano Blvd., Cebu City  
Tel.No.:(032) 239-3820 local 106/09976619824 E-mail: bacbfar7@gmail.com

**REQUEST FOR QUOTATION**  
**PROCUREMENT MODE:**  
**NP-Small Value Procurement**

RFO No.: \_\_\_\_\_  
PR No.: 24 - 03 - 816

Name of Company/Business

Complete Company Name Address

Taxpayer Identification No. (TIN)

PhilGeps Registration No.

**To whom it may concern:**

Please quote your best offer for the item/s described herein, subject to the **Terms and Condition** attached of this Request for Quotation. Submit your duly signed Quotation in a sealed envelope not later than the deadline on **April 1, 2024 at 4:00 PM** at BFAR-7 BAC - office 3rd floor, Arellano Blvd. Cebu City together with the required documents, to wit:

- Valid & Current Business/Mayor's Permit
- PhilGeps Certificate
- Income Tax Return, Tax Clearance and TIN
- Professional License / Curriculum vitae (if consulting services)
- PCAB License (if INFRASTRUCTURE)
- Menu (if Catering Services)

Proposals may be submitted through electronic mail at bacbfar7@gmail.com.

**LUZVIMINDA R. BATO**  
BAC Chairperson

| PLEASE QUOTE: PER ITEM/PER LOT |  |      |      |  | SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX |             |
|--------------------------------|--|------|------|--|---|-------------|
| No.                            | ITEM DESCRIPTION<br>(ITEM NAME & TECHNICAL SPECIFICATION)  | QTY. | UNIT | APPROVED<br>BUDGET OF<br>CONTRACT<br>(ABC) | FINANCIAL PROPOSAL                            |             |
|                                |  |      |      |  | (Indicate the Price Offer)                    |             |
|                                |  |      |      |  | UNIT PRICE                                    | TOTAL PRICE |
|                                |  |      |      | <b>14,300.00</b>                           |   |             |
|                                | Catering Services  |      |      |  |   |             |
|                                | April 4, 2024  |      |      |  |   |             |
|                                | Day 1  |      |      |  |   |             |
|                                | Dinner   | 8    |      |  |   |             |
|                                | Day 2  |      |      |  |   |             |
|                                | Breakfast  | 15   |      |  |   |             |
|                                | AM & PM Snacks   | 15   |      |  |   |             |
|                                | Lunch  | 15   |      |  |   |             |
|                                | Dinner   | 15   |      |  |   |             |
|                                | Day 3  |      |      |  |   |             |
|                                | Breakfast  | 5    |      |  |   |             |
|                                |  |      |      |  |   |             |
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|                                |  |      |      |  |   |             |
|                                | PFO - Negros Oriental  |      |      |  |   |             |
|                                | To be served during the conduct of meeting on the verification of ownership over a Parcel of Land located in Banga, Bayawan City |      |      |  |   |             |
|                                |  |      |      |  |   |             |
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|                                |  |      |      |  |   |             |

**SUPPLIER/CONTRACTOR/CONSULTANT'S CERTIFICATION**  
After having carefully read and accepted your Terms and Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in **Three (3) calendar days** to be delivered at **Neg. Or. Province** from receipt of the Purchase Order/Notice of Award

Printed Name and Signature of  
Authorized Representative

Official Contact No./Mobile No.

Date

**(PLEASE SEE TERM AND CONDITION AT THE BACK)**









## TERMS & CONDITIONS:

- 1.) Supplier/Bidders shall provide correct and accurate and right legible information required in this form;
- 2.) Price quotation/s must be valid for a period of Three **(3) calendar days** from the deadline of submission.
- 3.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
- 4.) Quotations exceeding the Approved Budget for the Contract shall be rejected instantaneously;
- 5.) Bidders shall enclosed their Bid/Quotations Proposals, which may be type written, in one sealed envelope marked with name of the contract bearing the name, address and contact numbers of the Bidder, addressed to the Procuring Entity's BAC Chairman, bearing a warning, "**DO NOT OPEN BEFORE...**", and date and time of Closing of Bid/Quotation Proposal. Bid opening shall follow or will be done during the BAC en-banc, late bid/quotations proposal shall no longer be accepted.
- 6.) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7.) The item/s shall be delivered according to the requirements specified in the technical specifications and other terms and conditions stated herein;
- 8.) The BFAR-7 shall have the right to inspect and/or test (upon request letter c/o supplier) the goods to confirm their conformity to the technical specifications.
- 9.) Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
- 10.) Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The BFAR-7 may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

