



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF FISHERIES AND AQUATIC RESOURCES**  
**REGIONAL OFFICE NO. 02**  
**BIDS AND AWARDS COMMITTEE (BAC) OFFICE**  
 Regional Government Center, Carig Sur, Tuguegarao City  
 Tel. No.: (078) 396-9774  
 E-mail: bfarro2\_bac15@yahoo.com.ph or bfar\_ro2@bfar.da.gov.ph

**REQUEST FOR QUOTATION**

**PROCUREMENT MODE:**

**(ALTERNATIVE MODE OF PROCUREMENT)**

**NP-SMALL VALUE PROCUREMENT**

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

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

RFQ No.: \_\_\_\_\_ BAC P21-02  
 Date: \_\_\_\_\_ 1/10/24  
 PR No.: 24-20  
 ABC: 84,000.00

**To whom it may concern:**

Please quote your lowest price/s on the lot or item/s below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative within five (5) government working days from receipt hereof.

Very truly yours,

**EMERSON S. TATTAO, JR.**  
 BAC VICE-CHAIRMAN

**CANVASSER'S CERTIFICATION**

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Fisheries and Aquatic Resources Regional Office No. 02

\_\_\_\_\_  
 (Printed Name above Signature)  
 AUTHORIZED CANVASSER

PLEASE QUOTE BY: PER ITEM/PER LOT

NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)	
				UNIT PRICE	TOTAL PRICE		
	<b>BIDS AND AWARDS COMMITTEE (BAC) MEETINGS AND BIDDING CONFERENCES (JANUARY TO JUNE 2024)</b>						
		20	PAX				
	SNACKS AM	20	PAX				
	LUNCH	20	PAX				
	SNACKS PM						
	NO. OF MEETINGS - X 10						
	<i>PLEASE SEE ATTACHED MENU</i>						
	<b>SPECIAL CONDITION OF PURCHASE ORDER/CONTRACT</b>						
	1. STAGGERED DELIVERY						
	2. STAGGERED PAYMENT						
	<b>TOTAL</b>						

<b>GENERAL CONDITION:</b>	<b>SUPPLIER/CONTRACTOR/CONSULTANT'S</b>
<ol style="list-style-type: none"> <li>All entries must be written clear and legible;</li> <li>Bidders must submit necessary Eligibility Documents:               <ol style="list-style-type: none"> <li>Mayors Permit</li> <li>Philgeps Registration Certificate/Number</li> <li>PCAB License (INFRA only)</li> <li>NFCC (Emergency case Section 53.1) (for ABC above 500K) (INFRA only)</li> <li>Income Business Tax Return (for ABC Above 500K)</li> <li>Omnibus Sworn Statement (for ABC Above 50K) (NP-SVP only)</li> </ol> </li> <li>Place this RFQ in a sealed envelope and type the following details on the face of the envelope: Company Name, Address, RFQ Number</li> <li>Delivery period must be based on the Delivery Term stated below and upon receipt of the Notice of Award/Purchase Order (pls. Indicate days of delivery in the Bidder's Certification Box);</li> <li>Item/s delivered must have warranties for unit replacements, parts, labor or other services;</li> <li>Price validity shall be for a period of three (3) months;</li> <li>Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);</li> <li>Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of payment;</li> <li>Payment will be made through direct credits to the bank accounts of the payee (preferably LBP Account).</li> </ol>	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 number of days i/we indicated below, from receipt of the Notice of Award or Purchase Order.  <b>DELIVERY/CONTRACT PERIOD: _____ Calendar Days</b>  _____ Printed Name & Signature of Authorized Representative  _____ Individual (Prop./)Company Tel./Fax/Mobile No.  _____ Philgeps Registration No.  _____ Individual (Prop./)Company Tax Identification No. (TIN)

End User: MARICEL ENRIQUE  
 Procuring Unit: BAC

Place of Delivery: BFAR RO2  
 Delivery Term: STAGGERED DELIVERY

**Title: Catering Services for Various BAC Meetings and Bidding Conferences/Activities for the Month of January to June 2024**

**MENU TO BE SERVED**

**Day 1:**

SNACKS (AM) : Various Native Kakanin and Hot Chocolate  
LUNCH : Rice, Sinigang Pork Spareribs, Calamares, Pritong Hito & Choco Bar  
SNACKS (PM) : Fresh Lumpiang with and Bottled Fruit Juice

**Day 2:**

SNACKS (AM) : Bake Macaroni and Canned Fruit Juice  
LUNCH : Rice, Pork Belly Humba, Laing, Pritong Galunggong & Mango Tapioca  
SNACKS (PM) : Cassava Cake and Bottled Fruit Juice

**Day 3:**

SNACKS (AM) : Special Bibingka and Hot Chocolate  
LUNCH : Rice, Ginisang Monggo, Pork Belly Adobo, Pritong Tilapia, Buko Salad  
SNACKS (PM) : Spaghetti and Canned Fruit Juice

**Day 4:**

SNACKS (AM) : Palabok with Shanghai & Canned Fresh Buko Juice  
LUNCH : Rice, Sinigang na Bangus, Liver and Gizzard Adobo, Chopseuy & Banana  
SNACKS (PM) : Cassava Cake and Canned Fruit Juice

**Day 5:**

SNACKS (AM) : Hamburger with Cucumber and Cheese, Canned Fruit Juice  
LUNCH : Rice, Sinigang na Blue Marlin and Sauted Spinach with Tofu & Slice Fruits  
SNACKS (AM) : Waffle (choco banana flavor) with and Canned Fruit Juice

**Day 6:**

SNACKS (AM) : Ube Cheese Pandesal and Hot Chocolate  
LUNCH : Rice, Adobong Talong with Pork, Sinigang na Pompano & Sliced Mango  
SNACKS (PM) : Ilocos Lumpia with Vinegar and Canned Fruit Juice

**Day 7:**

SNACKS (AM) : Palabok with Lumpiang Shanghai and Canned Fruit Juice  
LUNCH : Kare-kare, Fish Fillet in Oyster Sauce and Slice Fruits  
SNACKS (PM) : Fresh Lumpia and Canned Fruit Juice

**Day 8:**

SNACKS (AM) : Baked Spaghetti and Canned Fruit Juice  
LUNCH : Rice, Calamares, Sinigang Pork Spareribs and Buko Pandan Salad  
SNACKS (PM) : Bilo-Bilo with Extra Gata and Canned Fruit Juice

**Day 9:**

SNACKS (AM) : Bihon Guisado with Lumpiang Shanghai, Buko Juice  
LUNCH : Rice, Laing, Chicken Inasal, Cordon Blue with white sauce & Brownies  
SNACKS (PM) : Siopao Asado and Canned Fruit Juice

**Day 10:**

SNACKS (AM) : Special Pizza and Canned Fruit Juice  
LUNCH : Rice, Chicken & Pork Adobo, Pinakbet, Fried Hito & Mango Tapioca  
SNACKS (PM) : Chicken Empanada and Canned Fruit Juice

**PREPARED BY:**

  
**MARICEL R. ENRIQUE**  
BAC Sec. Staff

**CONFORME:**

\_\_\_\_\_  
Authorized Signature Caterer