



Republic of the Philippines  
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING  
SRA Compound, Annex II Building Ext,  
North Avenue, Diliman, Quezon City  
(02) 8351-8120, (02) 8294-9741

June 4, 2025

**REQUEST FOR QUOTATION**  
**No. LOV 25-028**

**Name of Supplier / Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Hotel/Establishment:** \_\_\_\_\_

**TIN:** \_\_\_\_\_

The Bureau of Agricultural and Fisheries Engineering (BAFE), through its Bids and Awards Committee (BAC) intends to Lease of Venue including Meals and Accommodation for the conduct of **WORKSHOP ON THE REVISION OF THE GENERAL GUIDELINES ON THE IMPLEMENTATION OF DEPARTMENT OF AGRICULTURE FARM-TO-MARKET ROAD DEVELOPMENT PROGRAM (DA\_FMRDP) AND OTHER RELEVANT ISSUANCES ON JULY 21-25, 2025 IN REGION VI.**

The lease of venue, including meals and accommodation, will be undertaken in accordance with Section 53.10 of 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Lessors of known qualifications are invited to submit quotations/proposals duly signed by you or your duly authorized representative, not later than **June 11, 2025 at 12:00 noon** subject to the Terms and Conditions provided on the last page of this RFQ.

To support your eligibility to participate in government procurement, the following **mandatory requirements** shall be submitted along with signed quotation/proposal:

1. **Valid Mayor's/Business Permit\***;
2. **Proof of PhilGEPS Registration (Screenshot of Organization Profile or Certificate of PhilGEPS Platinum Membership) Number/Certificate Number\*;**and  
*\*Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's/Business Permit and PhilGEPS Registration/Certificate Number.*
3. **Latest Income/Business Tax Return\***  
*\*shall be submitted by lessor even with certificate of tax exemptions.*

Open quotations may be submitted personally at **BAC Secretariat Office, BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.** Alternatively, an electronic copy of the signed quotation/proposal and other eligibility requirements should be submitted at email address **[seppd.procurement@gmail.com](mailto:seppd.procurement@gmail.com).**

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at **[seppd.procurement@gmail.com](mailto:seppd.procurement@gmail.com).**

*ORIGINAL SIGNED*  
**GLENN M. ERLANO**  
BAC Secretariat Head



**INSTRUCTIONS:**

- (1) Accomplish this RFQ correctly, completely, and legibly.
- (2) Do not alter the contents of this form in any way.
- (3) For the yes/no columns, use a check mark (/) in each row of requirements to indicate your answer.
- (4) Technical specifications with an asterisk (\*) are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (5) Failure to follow these instructions will disqualify your entire quotation.

TECHNICAL SPECIFICATIONS	YES	NO	REMARKS
<b>I. Availability</b>			
Date of event and activity: <b>LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION FOR THE CONDUCT OF WORKSHOP ON THE REVISION OF THE GENERAL GUIDELINES ON THE IMPLEMENTATION OF DEPARTMENT OF AGRICULTURE FARM-TO-MARKET ROAD DEVELOPMENT PROGRAM (DA_FMRDP) AND OTHER RELEVANT ISSUANCES ON JULY 21-25, 2025 IN REGION VI*</b>			
<b>II. Location</b>			
A. Within (location of event/activity)*			
B. Free parking space reserved within or near venue*			
C. With access to main roads and national highways*			
<b>III. Neighborhood Data</b>			
A. Proper waste management system such as regular garbage collection and with Sanitary Permit from appropriate authority*			
B. Proximity to Police and Fire Stations*			
C. Proximity to Banks, Postal, and Telecommunication service provider*			
<b>IV. Venue</b>			
<b>A. Structural Condition</b>			
The foundation is made of concrete and structural steel materials or combination of both.*			
<b>B. Functionality of Function Room</b>			
1. Available <b>one (1)</b> function room from* • <b>July 21-25,2025</b>			
2. Classroom set-up for at least <b>55 participants</b> following necessary physical or social distancing*			
3. Room must not have pillars. If any, pillars must not obstruct participants view of stage and projector screen/s *			
4. Amenities include:			
a. Secretariat's table*			
b. At least 3 microphone units (preferably wireless)*			
c. LCD projector with table and Projector Screen*			
d. Podium*			
e. Philippine flag and pole*			
f. Pads, pencils and candies			
g. Whiteboard and/or flipchart and markers*			
h. Free and steady WI-FI connection in the function room/s*			
i. Waived electricity charges for use of laptops and projectors*			
j. Provision of alcohols/hand sanitizers within the Function Room*			
k. Event Tarpaulin			
j. Area should accommodate <b>55 pax</b> following necessary physical distancing protocol and minimum health and safety standards.*			



TECHNICAL SPECIFICATIONS	YES	NO	REMARKS
<b>C. Room Arrangement</b>			
1. Guaranteed rooms that can accommodate the 55 participants in separate beds per room for the whole duration of the event.*			
<b>D. Facilities</b>			
1. Continuous water supply and accessible comfort rooms*			
2. At least one (1) Operational elevator available 24/7, if applicable			
3. Accessible emergency exit and alarm, standby fire extinguisher and automatic sprinkler*			
4. Available Telephone and/or Internet Connection within the premises of the building*			
5. Audible/Operational Sound System*			
<b>E. Other Requirements</b>			
1. Provision of technical, janitorial and maintenance services*			
2. Ambience Promotes Learning*			
3. Adequate security service (24/7)*			
<b>F. Catering Services</b>			
1. Location must be inside the Function Room, or outside but near the Function Room*			
2. Meals for a guaranteed number of participants stated in this form*			
3. Meals shall be served buffet*			
(Meals Requirements)*			
<b>MEALS FOR 55 PARTICIPANTS</b>			
<b>Day 1: July 21, 2025</b> -AM SNACKS -BUFFET LUNCH -PM SNACKS -BUFFET DINNER			
<b>Day 2: July 22, 2025</b> -BUFFET BREAKFAST -AM SNACKS -BUFFET LUNCH -PM SNACKS -BUFFET DINNER			
<b>Day 3: July 23, 2025</b> -BUFFET BREAKFAST -AM SNACKS -BUFFET LUNCH -PM SNACKS -BUFFET DINNER			
<b>Day 4: July 24, 2025</b> -BUFFET BREAKFAST -AM SNACKS -BUFFET LUNCH -PM SNACKS -BUFFET DINNER			
<b>Day 5: July 25, 2025</b> -BUFFET BREAKFAST			



TECHNICAL SPECIFICATIONS	YES	NO	REMARKS
-AM SNACKS -BUFFET LUNCH -PM SNACKS  *Some meals/snacks will be requested to be packed depending on the actual schedule of activities.			
1. Meals composed of the following:			
Example:			
a.) Buffet Breakfast, Lunch, and Dinner composed of:*			
i. Salad or soup *			
ii. Main Course consisting of: * -At least 1 variant of meat (no pork); -At least 1 variant of fish; and -At least 1 variant vegetables			
iii. Rice *			
iv. Dessert *			
b. Drinks composed of the following:			
i. At least one round of iced tea or juice for every meal and every snack *			
ii. Provision of free-flowing coffee and/or teas (no additional charge) *			

**Terms of Payment:**

*Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after submission of Billing and User Acceptance of the product. A Bank Transfer fee shall be charged against the creditor's account.*

**Payment Details:**

Banking Institution: \_\_\_\_\_

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Branch: \_\_\_\_\_





## FINANCIAL OFFER

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your total quotation and does not reflect the guaranteed price. Please do not leave any blank items. Indicate "0" if the item is being offered for free. (See Terms and Conditions)

LEASE OF VENUE INCLUDING MEALS AND ACCOMMODATION FOR THE CONDUCT OF WORKSHOP FOR THE REVISION OF THE GENERAL GUIDELINES ON THE IMPLEMENTATION OF DEPARTMENT OF AGRICULTURE FARM-TO-MARKET ROAD DEVELOPMENT PROGRAM (DA_FMRDP) AND OTHER RELEVANT ISSUANCES ON JULY 21-25, 2025 IN REGION VI		APPROVED BUDGET FOR THE CONTRACT (ABC) PhP660,000.00		
Offered Quotation:				
Function Room:  *indicate zero (0) if offered for free	Please fill in your offered rate per day (Php) (A)	Total number of days (B)	Total (Php) (AxB)	
Name of Function Room		5		
Sub-total				
Meals:	Please fill in your offered rate per pax per meal (Php) (A)	Total number of pax (B)	Total number of meals (C)	Total (Php) (AxBxC)
Meals - AM Snacks		55	5	
Meals - Lunch		55	5	
Meals - PM Snacks		55	5	
Meals - Dinner		55	4	
Sub-total				
Room Requirement:  *inclusive of breakfast	Please fill in your offered rate per room per night (Php) (A)	Number of rooms (B)	Number of nights (C)	Total (Php) (AxBxC)
Single Rooms			4	
Twin Sharing Rooms			4	
Triple Sharing Rooms			4	
Sub-total				
Total offered quotation (PhP)				



<b>*Package Rate</b> <i>(This section may be filled out if you have any offerings for packages)</i>	<b>*Please fill in your offered rate per pax per day (PhP)</b>	<b>*Total number of pax</b>	<b>*Total number of days (5 days and 4 nights)</b>	<b>*Total (PhP)</b>
	<b>(A)</b>	<b>(B)</b>	<b>(C)</b>	<b>(AxBxC)</b>
		55	5	

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Six Hundred Sixty Thousand Pesos (PhP 660,000.00)	In words: _____ _____ _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Contact No./ Email Address



### TERMS AND CONDITIONS

Any modifications in the room arrangements during contract implementation must be approved by the End-User. The rate of each new room shall not exceed the amount equal to the said room's published rate, as of the date of return of this RFQ, less (a) the corresponding percentage that was deducted from the published rate of the room for which this quotation is given to arrive at the offered quotation; or (b) a higher percentage than that mentioned in the foregoing; provided, that the resulting total cost of room arrangement shall not exceed the total offered quotation for the same as contained in this RFQ.

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of **One Hundred Twenty (120) calendar days** from the date 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.
5. Award of the contract shall be made to the lowest quotation which complies with the minimum technical specifications, and other terms and conditions stated herein.
6. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The End-User shall confirm the final number of rooms and participants at least five (5) days prior to the scheduled function date. This shall be the basis for the contract price.
8. In case of two or more bidders are determined to have submitted the Lowest Calculated and Responsive Quotation, the BAC/TWG shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with the GPPB Circular 06-2005.
9. The submitted quotation shall provide a 10% allowance for the scheduled meals as per the final number of participants in each function for the increase in attendance. If the actual attendance exceeds the 10% allowance, additional persons shall be charged the same as quoted.
10. The charge for the additional persons shall be contained in an Amendment to the Contract upon the request of the End-User subject to the approval of the Head of Procuring Entity (HOPE).
11. The BAC/TWG/End-user shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
12. The End-user shall prefer send bill arrangement for payment.
13. Liquidated damages equivalent to one-tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The HOPE shall 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.
14. The Uniform Guidelines for Blacklisting set forth in Appendix 17 of the Revised IRR of RA 9184 shall apply in case any of the violations listed under Items 4.1 and 4.2 thereof is/are committed without prejudice forfeiture of performance security.
15. The Bureau of Agricultural and Fisheries Engineering (BAFE) reserves the right to reject any all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
16. The Winning Bidder shall submit the **originally-signed** quotation/proposal and other eligibility requirements (Certified True Copy) personally or via courier prior to payment of the completed contract.

**Sir/Madam:**

After carefully reading and accepting the Terms and Conditions, I/We submit our quotation for the item/s indicated above.

**Conforme:**

\_\_\_\_\_  
*Signature over Printed Name*