



Republic of the Philippines  
 Department of Agriculture  
 BUREAU OF FISHERIES AND AQUATIC RESOURCES  
 BIDS AND AWARDS COMMITTEE (BAC) OFFICE  
 3/F PCA Bldg., Elliptical Rd., Diliman, Quezon City  
 Tel. No.: +02.332.4661 E-mail: bfarbac2013sec@gmail.com

## REQUEST FOR QUOTATION

**PROCUREMENT MODE:  
 S53.9 NP- Small Value Procurement**

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

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

Date: 7-Sep

RFQ No.: 1643

PR No.: 17-09-1643

PHILGEPS Ref. No.: \_\_\_\_\_

**To whom it may concern:**

Please quote your lowest price/s on the lot/s 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 to the address listed above not later than

Friday, 15 September, 2017 at 1:00 PM

Very truly yours,

**ADA KORINA M. TOGONON**  
 Head, BFAR-BAC Secretariat

**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.*

**PhilGEPS**

(Signature above Printed Name )  
**AUTHORIZED CANVASSER**

**PLEASE QUOTE BY:**

NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)
	Consultancy Services	3	months	120,000.00
	Hiring of Public Relations Consultant			
	Term: 3 months (October - December 2017)			
	Terms of reference:			
	1. Render technical expertise in disseminating press releases, feature stories, statements, etc. on nationwide BFAR events, programs and services;			
	2. Provide technical proficiency to enhance the existing mass media activities and strategies of the Bureau;			
	3. Render technical competence to improve the media coverage of major BFAR events in Metro Manila and in nearby towns and municipalities;			
	4. Provide technical expertise in facilitating and monitoring the Radio and TV guestings and interviews of the Bureau Director;			
	5. Perform such other tasks, duties and responsibilities as may be assigned by the Bureau Director.			
	Qualifications:			

**SUPPLIER/ CONTRACTOR/ CONSULTANT'S PROPOSAL  
 BOX**

FINANCIAL PROPOSAL (Indicate Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)
UNIT PRICE	TOTAL PRICE	

1. Minimum of fifteen (15) years demonstrated professional experience and expertise with well-known local and foreign newspaper (broadsheet and tabloid)							
2. Minimum of fifteen (15) years practice and exposure to public relations with local and international media companies and agencies; and							
3. Relevant trainings.							
<b>Total</b>						<b>120,000.00</b>	

<b>GENERAL CONDITIONS:</b>
<ol style="list-style-type: none"> <li>1. All entries must be typewritten and legible;</li> <li>2. Bidders must submit certificate of PHILGEPS Registration;</li> <li>3. Bidders must submit business permit;</li> <li>4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope: <ul style="list-style-type: none"> <li>* <i>Your Company Name</i>                      * <i>RFQ No.</i>                                              * <i>PHILGEPS Reference No.</i></li> <li>* <i>Address &amp; Telefax No.</i>                      * <i>PR No.</i>                                              * <i>Date &amp; Time of Deadline</i></li> </ul> </li> <li>5. Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award/ Purchase Order (Indicate days of delivery in the Bidder's Certification Box);</li> <li>6. Item/s delivered must have warranties for unit replacements, parts, labor or other services;</li> <li>7. Price validity shall be for a period of three (3) months;</li> <li>8. 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>9. Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;</li> <li>10. Failure to comply with these conditions shall mean disqualification of your bid proposal.</li> <li>11. Terms of Payment: At least Thirty (30) days upon effectivity of Purchase Order.</li> <li>12. Payment will be made through direct credits to the bank accounts of the payee.</li> </ol>

**END-USER:** Nazario C. Briguera

**PLACE OF DELIVERY:** BFAR Central Office, Quezon City

**PROCURING UNIT:** Administrative Division

<b>SUPPLIER/ CONTRACTOR/ CONSULTANT'S CERTIFICATION</b>
<b>Date:</b> _____
<p style="text-align: center;"><i>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 the <b>NUMBER OF DAYS I/ WE INDICATED BELOW</b>, from receipt of the Notice of Award or Purchase Order.</i></p>
<p style="text-align: center;"><b>DELIVERY PERIOD:</b> _____ <b>DAYS</b></p>
<hr/> Printed Name & Signature of Authorized Representative
<hr/> Company Tel./ Fax/ Mobile No.
<hr/> Company Tax Identification No. (TIN)
<hr/> PHILGEPS REGISTRATION CERTIFICATE NO.
<hr/> BANK DETAILS-ACCT NUMBER, ACCT. NAME, BRANCH