



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Diliman, Quezon City
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Page: ____ of ____
Reference No:
Date Released:
Released by:

REQUEST FOR QUOTATION

Date: December 17, 2020

RFQ No.: 0007-21

Name of Supplier / Company: _____

Address: _____

Address: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Department of Agriculture - Bureau of Agricultural and Fisheries Engineering (BAFE)**, through its **Bids and Awards Committee (BAC)**, intends to procure **Office Supplies for the Programs and Projects Management Division (PPMD)**, which will be undertaken in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **December 22, 2020 at 12:00 noon**. A copy of your **2020 Mayor's/Business Permit (Certified True Copy)** is required to be submitted along with your quotation/proposal.

A Notarized Omnibus Sworn Statement (GPPB-prescribed form) will also be required to be submitted prior to award.

Open quotations may be submitted, manually at **DA-BAFE BAC Office** at the **4th floor, DA Old Building, Elliptical Road Diliman, Quezon City**. Moreover, an electronic copy can be submitted but the original copy of the quotations must be submitted personally or via courier two (2) weeks after the set deadline.

For any clarification, you may contact us at at telephone no. **(02) 8941-8151** or at bafe.procurement@gmail.com.

ENGR. EMER-ROSE G. ASUG
BAC Secretariat Head



INSTRUCTIONS

1. Accomplish this RFQ correctly and completely.
2. Do not alter the contents of this form in any way,
3. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the item/s as follows:

Procurement Project	Approved Budget for the Contract (ABC)
Office Supplies for the Programs and Projects Management Division (PPMD)	PhP 70,810.00

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 Under Acceptance of the product. Bank Transfer shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____

Account Number: _____

Account Name: _____

Branch: _____

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your quotation.

QTY	UNIT	ITEM/DESCRIPTION	ABC (PhP)	UNIT PRICE	TOTAL PRICE
50		Ballpen, 12 pcs per box (Black)	4,000.00		
50		Ballpen, 12 pcs per box (Blue)	4,000.00		
20		Ballpen, 12 pcs per box (Red)	1,600.00		
250		Certificate Holder, A4	12,500.00		
25		Desk Tray	25,000.00		
20		Extension Cord	19,600.00		
54		Signpen, Green, Liquid Gelpen	1,890.00		
4		Paper, 420 x 297 mm, 70 gsm	2,220.00		
		TOTAL AMOUNT	PhP 70,810.00		

*Please see attached Technical Specifications/Term of Reference



TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and complete 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 of quotation. [SEP]
3.	Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, including delivery charges.
4.	Quotations exceeding the Approved Budget for the Contract shall be rejected. [SEP]
5.	Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services), which complies with the minimum technical specifications and other terms and conditions stated herein. [SEP]
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. [SEP]
7.	Delivery and/or Installation Period: Thirty (30) Calendar Days upon conforme of purchase/work order
8.	The DA-BAFE shall have the right to inspect and/or to test the goods to validate its conformity to the technical specifications. [SEP]
9.	In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the DA-BAFE shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005. [SEP]
10.	Payment shall be made thirty (30) days after delivery and acceptance of the item (s) and upon the submission of the required supporting documents, i.e, delivery receipt and/or billing statement, by the supplier.
11.	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 DA-BAFE 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. [SEP]

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/ Mobile No.

Email address/ es



OFFICE SUPPLIES

ITEM	PROPOSED SPECS
Ballpen, 12 pcs per box (Black)	*at least 12 pieces of black ballpen per box *ballpen dimensions: approximately 1 x 1 x 16 cm
Ballpen, 12 pcs per box (Blue)	*at least 12 pieces of blue ballpen per box *ballpen dimensions: approximately 1 x 1 x 16 cm
Ballpen, 12 pcs per box (Red)	*at least 12 pieces of red ballpen per box *ballpen dimensions: approximately 1 x 1 x 16 cm
Certificate Holder, A4	*size: approximately 8.27" x 11.69" *transparency: super clear *with 2 hangers *compatible for portrait or landscape orientations
Desk Tray	*file tray/basket rack multi-layer file holder *dimensions: at least 29 x 25 x 33 cm
Extension Cord	*at least 4 gang with individual switches *at least 6 ft. cord length *at most 2500 W power rating
Signpen, Green, Liquid Gelpen	*ink color: green *type: liquid or gel *tip: 0.5 mm, needle type *with non-slip rubber grip *with metal clip *one (1) piece barrel (non-refillable) *writing length: at least one (1) km
Paper, 420 x 297 mm, 70 gsm	*smooth, clean, and consistent finish *size: approximately 297 x 420 mm *substance: 70 gsm *one or two side copying

Prepared by:

Dexter Fulgar
ENGR. DEXTER R. FULGAR
 Procurement Coordinator, PPMD

Rhonalyn F. Villamin
MS. RHONALYN F. VILLAMIN
 Alternate Procurement Coordinator, PPMD

Reviewed by:

Arnel L. Tenorio
ENGR. ARNEL L. TENORIO
 Engineer IV, PPMD