



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 8294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

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| Reference No:    |
| Date Released:   |
| Released by:     |

## REQUEST FOR QUOTATION

Date: December 16, 2020

RFQ No.: 084-20

**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 **BAFE's Office Supplies for year 2020**, which will be undertaken in accordance with Section 52.1 (b) (Shopping) 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 21, 2020 at 12:00 noon**. A **Certified True Copy of 2020 Mayor's/Business Permit** is required to be submitted along with your quotation/proposal.

Open quotations may be submitted, manually at **DA-BAFE BAC Office** at the **4<sup>th</sup> 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 telephone no. **(02) 8941-8151** or at [bafe.procurement@gmail.com](mailto:bafe.procurement@gmail.com).

**ENGR. EMER-ROSE G. ASUG**  
BAC Secretariat Head



### INSTRUCTIONS

1. Accomplish this RFQ correctly and accurately.
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:

|   |   |
|---|---|
| <b>Procurement Project</b>                  | <b>Approved Budget for the Contract (ABC)</b> |
| <b>BAFE's Office Supplies for year 2020</b> | <b>PhP 482,695.00</b>                         |

**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 |
|-----|------|----------------------------------|-----------|------------|-------------|
| 22  | pcs  | Adhesive Tape 48mmx100y          | 1,650.00  |            |             |
| 27  | pcs  | Air Freshener, aerosol type      | 5,940.00  |            |             |
| 27  | box  | Ballpen, 12 pcs, per box (Black) | 2,160.00  |            |             |
| 11  | box  | Ballpen, 12 pcs, per box (Blue)  | 880.00    |            |             |
| 11  | box  | Ballpen, 12 pcs, per box (Red)   | 880.00    |            |             |
| 3   | pcs  | Battery Charger                  | 11,070.00 |            |             |
| 12  | pcs  | Battery Dry Cell, AA             | 960.00    |            |             |
| 12  | pcs  | Battery Dry Cell, AAA            | 1,320.00  |            |             |
| 8   | pcs  | Battery, Rechargeable, AA        | 6,160.00  |            |             |
| 4   | pcs  | Battery, Rechargeable, AAA       | 2,840.00  |            |             |
| 2   | pcs  | Battery, Rechargeable, 9V        | 2,480.00  |            |             |



|     |      |  |           |  |  |
|-----|------|--|-----------|--|--|
| 31  | box  | Binder Clip, 25mm (box)                        | 620.00    |  |  |
| 31  | box  | Binder Clip, 32mm (box)                        | 930.00    |  |  |
| 31  | box  | Binder Clip, 50mm (box)                        | 1,550.00  |  |  |
| 21  | box  | Binder Clip, 41mm (box)                        | 1,050.00  |  |  |
| 21  | box  | Binder Clip, 51mm (box)                        | 1,470.00  |  |  |
| 12  | pcs  | Binding Ring 1/4"                              | 120.00    |  |  |
| 7   | pcs  | Binding Ring 1/2"                              | 140.00    |  |  |
| 5   | pcs  | Binding Ring 3/4"                              | 150.00    |  |  |
| 5   | pcs  | Binding Ring 1"                                | 150.00    |  |  |
| 4   | pcs  | Binding Ring 1-1/2"                            | 200.00    |  |  |
| 4   | pcs  | Binding Ring 2"                                | 240.00    |  |  |
| 8   | pcs  | Broom, tambo                                   | 1,120.00  |  |  |
| 6   | pcs  | Calculator (Standard)                          | 3,000.00  |  |  |
| 10  | pcs  | Calculator (Scientific)                        | 10,000.00 |  |  |
| 2   | pack | CARBON FILM-LEGAL                              | 420.00    |  |  |
| 9   | pack | CARTOLINA, ASSORTED                            | 810.00    |  |  |
| 220 | pcs  | Certificate Holder, A4                         | 11,000.00 |  |  |
| 50  | pcs  | clearbook, A4 size                             | 1,900.00  |  |  |
| 50  | pcs  | clearbook, legal                               | 2,000.00  |  |  |
| 21  | box  | Clipboard                                      | 1,470.00  |  |  |
| 20  | box  | CLIP, Backfold, 19mm                           | 300.00    |  |  |
| 25  | box  | CLIP, backfold, 32mm, 12 pcs. Per box          | 1,000.00  |  |  |
| 50  | box  | CLIP, BACKFOLD, 50MM, 12 pieces per box        | 3,000.00  |  |  |
| 141 | pcs  | CORRECTION TAPE, 1 piece in individual plastic | 9,870.00  |  |  |
| 58  | pcs  | Cutter knife                                   | 1,450.00  |  |  |
| 37  | pcs  | Cutter blade                                   | 370.00    |  |  |
| 54  | pcs  | Data file box                                  | 10,800.00 |  |  |
| 50  | pcs  | Data file folder                               | 3,500.00  |  |  |
| 5   | pcs  | Dating and stamping machine                    | 2,500.00  |  |  |



|    |        |  |           |  |  |
|----|--------|--|-----------|--|--|
| 2  | pcs    | Digital Voice Recorder                         | 13,960.00 |  |  |
| 10 | pcs    | Duct Tape 1"                                   | 1,500.00  |  |  |
| 20 | pcs    | Duct Tape 4"                                   | 5,000.00  |  |  |
| 6  | pcs    | Dust Pan                                       | 300.00    |  |  |
| 5  | box    | Envelope expanding, Legal                      | 3,700.00  |  |  |
| 41 | pcs    | Envelope expanding, plastic                    | 1,230.00  |  |  |
| 30 | pcs    | Extension Cord, Heavy duty (with size)         | 30,000.00 |  |  |
| 6  | pcs    | External Hard Drive                            | 21,000.00 |  |  |
| 51 | pcs    | File organizer, A4                             | 4,080.00  |  |  |
| 20 | pcs    | FILE TAB DIVIDER, A4                           | 400.00    |  |  |
| 20 | pcs    | FILE TAB DIVIDER, LEGAL                        | 400.00    |  |  |
| 13 | pack   | folder legal, L type, 50 pieces per pack       | 3,640.00  |  |  |
| 13 | pack   | folder A4, L type, 50 pieces per pack          | 2,600.00  |  |  |
| 22 | bundle | FOLDER, WITH TAB, A4                           | 7,040.00  |  |  |
| 20 | pcs    | Furniture Cleanser                             | 2,320.00  |  |  |
| 52 | pcs    | GLUE, all purpose, gross weight: 200 grams min | 7,800.00  |  |  |
| 39 | pcs    | Handbook (RA 9184), 8th Edition                | 4,680.00  |  |  |
| 27 | pcs    | handsoap liquid, 500 ml                        | 5,400.00  |  |  |
| 30 | pcs    | handsoap liquid (refill)                       | 3,900.00  |  |  |
| 35 | pcs    | Index tab                                      | 2,450.00  |  |  |
| 10 | pcs    | Index tab with flags                           | 800.00    |  |  |
| 8  | pcs    | Insecticide                                    | 1,280.00  |  |  |
| 1  | roll   | Laminating Film Roll                           | 1,000.00  |  |  |
| 50 | pcs    | Magazine File Box, Large                       | 2,100.00  |  |  |
| 13 | box    | MARKER, PERMANENT, bullet type, black          | 4,550.00  |  |  |
| 20 | pcs    | MARKER, WHITEBOARD, red                        | 400.00    |  |  |
| 7  | pcs    | Memory Card (32 GB)                            | 3,850.00  |  |  |
| 2  | pcs    | Mop Bucket                                     | 5,140.00  |  |  |
| 2  | pcs    | Mop Handles                                    | 340.00    |  |  |



|     |      |   |           |  |  |
|-----|------|---|-----------|--|--|
| 3   | pcs  | Mop Head  | 420.00    |  |  |
| 336 | pcs  | Notebook  | 6,720.00  |  |  |
| 5   | pcs  | PAPER, MULTI-PURPOSE, 70 gsm., size: (A3)         | 3,325.00  |  |  |
| 170 | pcs  | PAPER, MULTI-PURPOSE, 70 gsm., size: (Legal)      | 58,650.00 |  |  |
| 20  | pcs  | Paper, Multicopy, 80 gsm, A3                      | 15,300.00 |  |  |
| 190 | pcs  | Paper, Multicopy, 80 gsm, Legal                   | 76,000.00 |  |  |
| 31  | box  | PAPER, PARCHMENT, 100 sheets per box              | 3,100.00  |  |  |
| 70  | pack | PENCIL ERASER                                     | 1,750.00  |  |  |
| 3   | pcs  | pencil sharpener                                  | 540.00    |  |  |
| 30  | pack | Photopaper, 10 pcs, per pack                      | 4,500.00  |  |  |
| 20  | pack | Post-it Tape Flag                                 | 3,200.00  |  |  |
| 10  | pcs  | PVC IDs (10pcs/pack)                              | 150.00    |  |  |
| 15  | pcs  | Ring Binder A4                                    | 3,000.00  |  |  |
| 15  | pcs  | Ring Binder Legal                                 | 3,375.00  |  |  |
| 9   | box  | Rubber band 70mm min. Lay flat length 18#         | 810.00    |  |  |
| 34  | pcs  | Ruler, plastic                                    | 544.00    |  |  |
| 90  | pcs  | SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip | 8,100.00  |  |  |
| 30  | pcs  | SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip  | 900.00    |  |  |
| 65  | pack | Specialty Paper, 10 pcs, per pack                 | 6,500.00  |  |  |
| 11  | pcs  | Stamp pad ink                                     | 440.00    |  |  |
| 20  | pcs  | Staple remover                                    | 600.00    |  |  |
| 76  | pcs  | STAPLE WIRE, STANDARD                             | 4,560.00  |  |  |
| 4   | pcs  | Stapler binder type                               | 3,680.00  |  |  |
| 37  | pcs  | Stapler, Standard type                            | 16,650.00 |  |  |
| 26  | pcs  | Sticker Paper Matte Finish, A4                    | 1,820.00  |  |  |
| 12  | pcs  | Tape dispenser, table top                         | 2,400.00  |  |  |
| 10  | pcs  | Tape, Double Sided                                | 1,200.00  |  |  |
| 22  | pcs  | Tape packaging                                    | 660.00    |  |  |
| 39  | pcs  | Tape transparent 48mm                             | 1,053.00  |  |  |



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|----|------|---------------------------|-----------------------|--|--|
| 3  | pcs  | Transparency Film A4      | 1,050.00              |  |  |
| 12 | pcs  | Transparency Film 9"x 12" | 960.00                |  |  |
| 10 | pack | Trash bag                 | 1,600.00              |  |  |
| 2  | pcs  | Twine                     | 160.00                |  |  |
| 27 | pcs  | Waste basket, non rigid   | 648.00                |  |  |
|    |      | <b>TOTAL AMOUNT</b>       | <b>PHP 482,695.00</b> |  |  |



| <b>TERMS AND CONDITIONS:</b> |  |
|------------------------------|--|
| 1.                           | Bidders shall provide complete, correct and accurate information required in this form. <sup>(1)</sup> <sub>(SEP)</sub>  |
| 2.                           | Price quotation/s must be valid for a period of <b>One Hundred Twenty (120) calendar days</b> from the date of submission of quotation. <sup>(1)</sup> <sub>(SEP)</sub>  |
| 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. <sup>(1)</sup> <sub>(SEP)</sub>   |
| 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. <sup>(1)</sup> <sub>(SEP)</sub>   |
| 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. <sup>(1)</sup> <sub>(SEP)</sub>   |
| 7.                           | Delivery and/or Installation Period: : <b>Twenty-Five (25) calendar days upon conform of <u>Work/Purchase Order.</u></b>   |
| 8.                           | The DA-BAFE shall have the right to inspect and/or to test the goods to validate its conformity to the technical specifications. <sup>(1)</sup> <sub>(SEP)</sub>   |
| 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. <sup>(1)</sup> <sub>(SEP)</sub>   |
| 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. <sup>(1)</sup> <sub>(SEP)</sub> |

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

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

\_\_\_\_\_  
 Office Telephone No.

\_\_\_\_\_  
 Fax/ Mobile No.

\_\_\_\_\_  
 Email address/ es