



December 16, 2020

**REQUEST FOR QUOTATION  
NEGOTIATED PROCUREMENT (TWO-FAILED BIDDINGS)  
PRINTING OF IEC MATERIALS AND VARIOUS REPORTS OF BAFE  
UNDER IB NO. 006-20**

**I. MANDATORY REQUIREMENTS:**

1. Valid PhilGEPS Certificate of Registration and Membership under Platinum Category in accordance with Section 8.5.2 of the 2016 Revised IRR of RA 9184, if registered under the Platinum Category; Provided that all of eligibility documents submitted to PhilGEPS are maintained and updated

or

In case any of eligibility documents submitted to PhilGEPS is not updated, combination of a PhilGEPS Certificate of Registration and Membership under Platinum Category, with any of the valid/updated Class "A" Eligibility Documents shall be submitted

- Securities and Exchange Commission (SEC) Registration Certificate for Corporations, partnerships and/or joint ventures, Department of Trade and Industry (DTI) Registration Certificate for sole proprietorship, or Cooperative Development Authority (CDA) Registration Certificate for cooperatives;
- Valid Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas. In cases of recently expired Mayor's/Business Permits, it shall be accepted together with the official receipt as proof that the bidder has applied for the renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184.
- Valid Tax Clearance Certificate per Executive Order (E.O.) No. 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
- Audited Financial Statements (AFS), stamped "received" by the BIR or its duly accredited and authorized institutions for the preceding calendar year. In case the AFS for the preceding calendar year is not yet available, said AFS should not be earlier than two (2) years from the deadline for the Submission and Receipt of Bids.

Provided that the bidder/s having the Lowest Calculated Quotation (LCQ)/Single Calculated Quotation (SCQ) submit/s a valid and updated PhilGEPS Certificate of Registration and Membership under Platinum Category within five (5) calendar days from receipt of the BAC notice of the LCB/SCB.

or

In lieu of the PhilGEPS Certificate of Registration and Membership under Platinum Category, bidders shall submit all the valid and/or updated Class "A" Eligibility Documents; Provided that the bidder having the LCQ/SCQ submit/s a



valid and updated PhilGEPS Certificate of Registration and Membership under Platinum Category within five (5) Calendar Days from receipt of the BAC notice of the LCQ/SCQ.

2. Original and duly signed Omnibus Sworn Statement (OSS) in accordance with the Annex "A" of GPPB Resolution No. 18 -2020 and using the form prescribed by Government Procurement Policy Board; and
3. If applicable, original notarized Secretary's Certificate in case of a corporation, partnership or cooperative; or original Special Power of Attorney (SPA) of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder;

## II. INSTRUCTIONS TO BIDDERS:

1. **Only sealed canvass shall be considered by the BAC.** The bidders/Suppliers shall reflect on the envelope the RFQ Number. the BAC shall not be responsible on the pre-emptive/premature opening of the proposal.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initiated by the Bidders/Suppliers or their Authorized Representative.
3. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
4. Price quotation(s) submitted shall be valid for the period of ONE HUNDRED TWENTY (120) days reckoned from the deadline for submission of quotations as reflected in this form.
5. Terms of Payment: Thirty (30) days from the delivery of items (s).
6. Quotation(s)/Proposal(s) shall be submitted at the BAFE Office, 4<sup>th</sup> Floor Department of Agriculture – Central Office, Elliptical Road, Diliman, Quezon City.
7. Awarding shall be done per **LOT**.
8. **DEADLINE FOR SUBMISSION OF BIDS: December 21, 2020 at 12:00 noon.**
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the BAFE-BAC shall employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. **Delivery and/or Installation Period: Thirty (30) calendar days upon receipt of approved Purchase/Work Order.**
11. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security within a maximum period of **ten (10) calendar days** from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract;



12. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings Conducted by the LGUs, the Cashier's/Managers check may be issued the other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Five percent (5%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that is shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by foreign bank.</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety Bond callable upon demand issued by surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Thirty percent (30%)

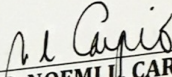
13. Failure of the successful bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award;
14. A warranty security shall be required from the contract awardee for a minimum of three (3) months, in the case of Expendable Supplies, or a minimum of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies;
15. The obligation for the warranty shall be covered by either retention money in amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not exceed five percent (5%) of the total contract price; and
16. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
17. The Uniform Guidelines for Blacklisting set forth in Appendix 17 of the 2016 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 for the forfeiture of performance security.





18. The BAFE reserves the right to reject any and all bids, declare failure of bidding, or not award the contract at anytime 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.

Item No.	Description	Qty	Ceiling for the Total Price (PhP)	Unit Price (PhP)	Total Price (PhP)
	<b>PRINTING OF THE NATIONAL AGRI-FISHERIES INVESTMENT AUDIT TEAM (NAFIAT) REPORT</b>  -No. of pages: Maximum of 200 pages excluding cover -Size: 8.25 x 11.75 inches (actual size/folded) -Colors: Full Colors all pages -Finish: two side printing; with UV lamination on cover page -Binding: Perfect binding	500	220,000.00		
<b>GRAND TOTAL</b>			<b>220,000.00</b>		

  
**ENGR. NOEMI L. CARPIO**  
Chair, Bids and Awards Committee



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

**Bids and Awards Committee (BAC)**  
Bureau of Agricultural and Fisheries Engineering  
Elliptical Road, Diliman, Quezon City

**SIR/MADAM:**

In connection with the above requirement(s), I/We submit our quotation/proposal indicated above. I/We carefully read and fully understand the minimum requirements and agree to furnish and/or deliver the above mentioned requirements(s) in conformity with the specifications/terms or reference/scope of work indicated/attached thereto.

_____ Signature Over Printed Name	_____ Name of the Company	_____ PhilGEPS Registration Number
_____ Contact Number	_____ Office Address	_____ Email Address of the Bidder

**Terms of Payment:**

Payment shall be made through Land Bank's LDDP-ADA/Bank Transfer, Bank Transfer fee shall be charged against the creditor's account.

**Payment Details:**

Bank Institution : \_\_\_\_\_  
Account Number : \_\_\_\_\_  
Account Name : \_\_\_\_\_  
Branch : \_\_\_\_\_



## TERMS OF REFERENCE

### TITLE:

PRINTING OF IEC MATERIALS ON THE REGULATORY POLICIES OF BAFE

### APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Two Hundred Twenty Thousand (220,000.00) inclusive of all taxes.

### REPORTING RESPONSIBILITIES:

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the printing of the following IEC materials:

1. Printing of the National Agri- Fisheries Investment Audit Team (NAFIAT) Report

### EXPERIENCE/QUALIFICATIONS/REQUIREMENTS

1. Must provide
  - a. one (1) Certificate of Job Satisfaction from the immediate previous client
  - b. at least one (1) Certificate of Job Satisfaction from other previous clients in the last two years
  - c. at least one (1) Certificate of Job Completion in the last two (2) years

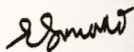
### OTHER TERMS AND CONDITIONS:

1. All electronic copies and the design and layout of the NAFIAT Report will be provided by BAFE to the supplier;
2. Sample blueprints must be submitted to BAFE prior to mass production. The Bureau will conduct review and proofreading of submitted sample blueprints. All approved sample blueprints will be forwarded to the supplier one day after the approval of the BAFE's Director;
3. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed;
4. Freight-on-Board (FOB) Destination. The supplier will shoulder the delivery expense to the Drop-off point; and
5. Drop-off point is at the 4<sup>th</sup> Floor, Bureau of Agricultural and Fisheries Engineering, Department of Agriculture, Elliptical Road, Diliman, Quezon City.

For strict compliance.

Prepared by:

Approved by:



MS. EVELYN SORIANO  
Procurement Coordinator



ENGR. JUANA T. TAPEL  
Director III