



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

REQUEST FOR QUOTATION

Date: **January 5, 2020**

RFQ No.: **00010-21-1R**

Name of Supplier / Company: _____

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 **Computer Software**, 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 **January 11, 2020 at 12:00 noon**. A copy of your **2021 Mayor's/Business Permit (Certified True Copy)** is required to be submitted along with your quotation/proposal. In case of recently expired Mayor's/Business Permit, a Certified True Copy of 2020 Mayor's/Business Permit together with the Official Receipt as proof of renewal shall be submitted provided that the renewed permit shall be submitted prior to payment.

A notarized Omnibus Sworn Statement (GPPB-prescribed form) will also be required to be submitted prior the 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 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)
Computer Software	PhP 85,000.00

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
1	Unit	Productivity Tools Software	20,000.00		
1	Unit	3D Modeling Software	65,000.00		
		TOTAL AMOUNT	P 85,000.00		

*Please see attached Technical Specifications/Terms of Reference



TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and complete information required in this form. [SEP]
2.	Price quotation/s must be valid for a period of <u>One Hundred Twenty (120) calendar days</u> 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: <u>within thirty (30) Calendar Days upon receipt of Work Order / Purchase Order</u>
8.	The DA-BAFE shall have the right to inspect and/or to test the goods to validate its conformity to the technical specifications.
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



TERMS OF REFERENCE

TITLE:

SUPPLY, DELIVERY AND INSTALLATION OF ONE (1) PRODUCTIVITY TOOLS SOFTWARE AND ONE (1) 3D MODELING SOFTWARE FOR OFFICIAL USE OF BAFE PERSONNEL

OBJECTIVE:

1. To create and edit documents, prepare presentations, for data analysis and numeric manipulation, etc.
2. For 3D modeling projects like architectural, interior design, and landscape architecture.

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Eighty-Five Thousand Pesos (Php 85,000.00) inclusive of all taxes.

TECHNICAL SPECIFICATIONS:

Lot #	Computer Software	Qty
1	Productivity Tools Software (Word Processing, Presentation, Spreadsheet, Etc.) <ul style="list-style-type: none">• Version: latest• Use: create and edit documents, prepare presentations, for data analysis and numeric manipulation, etc.• Operating System: Windows• With at least 1-year After-sales support• With basic technology transfer seminar/training• Must be perpetual license software	1
	3D Modeling Software <ul style="list-style-type: none">• Version: latest• Use: 3D modeling projects like architectural, interior design, and landscape architecture• Operating System: Windows• With at least 1-year After-sales support• With basic technology transfer seminar/training	1



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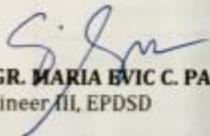
	<ul style="list-style-type: none">• Must be perpetual license software	
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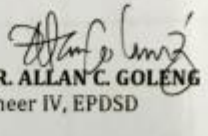
SCHEDULE OF DELIVERY AND INSTALLATION:

Delivery shall be within thirty (30) calendar days upon receipt of Notice to Proceed. The supplier shall install the software, free of charge.

PAYMENT

Payment shall be done within thirty (30) calendar days upon installation and acceptance of the Softwares including documents such as Official Receipt and other necessary documents.

Prepared by: 
ENGR. MARIA EVIC C. PANGANIBAN
Engineer III, EPDSD

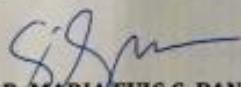
Approved by: 
ENGR. ALLAN C. GOLENG
Engineer IV, EPDSD



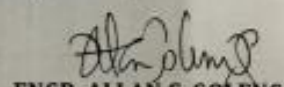
ANNEX A: TECHNICAL SPECIFICATIONS (Computer Software)

Lot #	Computer Software	Qty	Unit Cost	Total Cost
1	Productivity Tools Software (Perpetual) <ul style="list-style-type: none"> • Version: latest • Use: create and edit documents, prepare presentations, for data analysis and numeric manipulation, etc. • Operating System: Windows • With at least 1-year After-sales support • With basic technology transfer seminar/training 	1	20,000.00	20,000.00
	3D Modeling Software (Perpetual) <ul style="list-style-type: none"> • Version: latest • Use: For 3D modeling projects like architectural, interior design, and landscape architecture • Operating System: Windows • With at least 1-year After-sales support • With basic technology transfer seminar/training 	1	65,000.00	65,000.00
TOTAL				85,000.00

Prepared by:


ENGR. MARIA EVIC C. PANGANIBAN
 Engineer III, EPDSD

Approved by:


ENGR. ALLAN C. GOLENG
 Engineer IV, EPDSD



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