



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: February 17, 2021

RFQ No.: 0020-21

**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 **Office Supplies of Standards Regulation and Enforcement Division (SRED)**, 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 **February 22, 2021 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.

Open quotations may be submitted, manually at **BAFE BAC Office** at the **SRA Compound, North Avenue, 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 [bafe.procurement@gmail.com](mailto: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:

<b>Procurement Project</b>	<b>Approved Budget for the Contract (ABC)</b>
<b>Office Supplies of Standards Regulation and Enforcement Division (SRED)</b>	<b>PhP 50,750.00</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
48	box	Ballpen, 12 pcs per box (Black)	3,840.00		
47	box	Ballpen, 12 pcs per box (Blue)	3,760.00		
10	box	Ballpen, 12 pcs per box (Red)	800.00		
5	box	Ballpen, 12 pcs per box (Green)	400.00		
1	piece	Corkboard with Aluminum Fram	3,500.00		
22	piece	Desk Tray	22,000.00		
10	piece	Extension Cord	10,000.00		
22	piece	Specialty Paper	1,100.00		
5	piece	Sticker Paper Matte Finish	350.00		
100	piece	Certificate Holder	5,000.00		
		<b>TOTAL AMOUNT</b>	<b>P 50,750.00</b>		

\*Please see attached Technical Specifications/Terms of Reference



<b>TERMS AND CONDITIONS:</b>	
1.	Bidders shall provide correct and complete information required in this form.
2.	Price quotation/s must be valid for a period of <b><u>One Hundred Twenty (120) calendar days</u></b> from the date of submission of quotation.
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.
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.
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.
7.	Delivery and/or Installation Period: <b><u>Thirty (30) days upon conforme of 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.
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.
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.

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

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

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

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

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



**TECHNICAL SPECIFICATIONS**

ITEM	QUANTITY	UNIT	PROPOSED SPECS
Ballpen, 12 pcs per box (Black)	48	box	*At least 12 pcs of black ballpen per box *Ballpen Dimensions: approximately 1 x 1 x 16 cm
Ballpen, 12 pcs per box (Blue)	47	box	*At least 12 pcs of blue ballpen per box *Ballpen Dimensions: approximately 1 x 1 x 16 cm
Ballpen, 12 pcs per box (Red)	10	box	*At least 12 pcs of red ballpen per box *Ballpen Dimensions: approximately 1 x 1 x 16 cm
Ballpen, 12 pcs per box (Green)	5	box	*At least 12 pcs of green ballpen per box *Ballpen Dimensions: approximately 1 x 1 x 16 cm
Corkboard with Aluminum Frame	1	pcs	* Minimum dimensions: 2' x 4' x 8' *Cork board features a self-healing surface that does not leave holes *Includes an easy-to-use mounting system to hold the board in place *Hangs vertically or horizontally
Desk Tray	22	pcs	*File tray/Basket rack multi-layer file holder *With at least three layers *Dimensions: At least 29 x 25 x 33 cm *Material: Metal *Firm, durable and stable
Extension Cord	10	pcs	*At least 4 gangs with individual switches * At least 6 ft cord length *At least 2500 W power rating *With real grounding system connection for safety *With built-in safety circuit breaker *With Philippine Standard Quality and/or Safety Mark
Specialty Paper	22	pcs	* At least 10 pcs of specialty paper per pack *Dimensions: approximately 8.27" x 11.69" *Color: White *Suitable for laser and inkjet printers, copiers, fax machines *Type of paper: 220 GSM
Sticker Paper Matte Finish	5	pcs	* At least 10 pcs of sticker paper per pack *Dimensions: approximately 8.27" x 11.69" *With matte finish *Color: White *Suitable for laser and inkjet printers, copiers, fax machines



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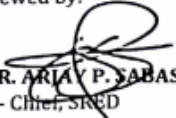
Certificate Holder	100	pcs	*Dimensions: approximately 8.27" x 11.69" *Transparency: Super Clear *With 2 hangers *Compatible for portrait or landscape orientation
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Prepared by:

  
ENGR. JEFFERSON C. BORE  
Permanent Procurement Coordinator, SRED

  
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Alternate Procurement Coordinator, SRED

Reviewed by:

  
ENGR. ARJAY P. SABASAJE  
OIC - Chief, SRED