



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) 8941-8151  
Trunk line (02) 8928-8756 to 65 Local 2472  
Email Add: bafe@da.gov.ph

### REQUEST FOR QUOTATION

Date: March 12, 2021

RFQ No.: 0033-21

**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 **Provision of Postage and Courier Services of Bureau of Agricultural and Fisheries Engineering (BAFE) for CY 2021**, 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 **March 17, 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.

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 **BAFE Office 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 prior to award of contract.

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



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### 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.
5. Failure to comply with the Bidders Statement Compliance (Annex A) will disqualify your entire qualification.

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) |
|---|--|
| <b>Provision of Postage and Courier Services of Bureau of Agricultural and Fisheries Engineering (BAFE) for CY 2021</b> | <b>PhP 110,000.00</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 |
|-----|------|--|-----------------------|------------|-------------|
| 1   | Lot  | <b>Provision of Postage and Courier Services</b> | 110,000.00            |            |             |
|     |      | <b>TOTAL AMOUNT</b>                              | <b>PhP 110,000.00</b> |            |             |

\*Please see attached Technical Specifications/Terms of Reference



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**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.
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: **Please see attached Technical Specifications/term of Reference.**
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.



## TERMS OF REFERENCE

### ONE LOT PROVISION OF LOCAL FREIGHT/COURIER SERVICES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING - OFFICE OF THE DIRECTOR (BAFE-OD) and STANDARDS REGULATION AND ENFORCEMENT DIVISION (SRED)

1. The Freight/Courier Service Contract shall commence from April 2021 until June 2021 and/or until such time that the intended number of documents are completely delivered.
2. It should cover all mailing matters from BAFE-OD and SRED and to the Regional Offices, Bureaus, Attached Agencies, and Corporations, Local Government Units, other points and destination in the Philippines.
3. The item subject of freight services shall include but not limited to:
  - a. Mailing envelope containing official letters, checks.
  - b. Brown envelope containing documents, publications and legal documents.
  - c. Packages containing publications, calendars, pamphlets and journals.
  - d. Other office equipment.
4. The documents should be properly crated.
5. The proposal must indicate the following:
  - a. Number of personnel being employed by the bidders-nationwide
  - b. Number of branches with complete address, telephone numbers and contact employee/person
  - c. A matrix (table) showing the rate to be charged for the different items/mail matters to be delivered, categorized by:
    1. Kind of items e.g. mail matters, packages, checks equipment, etc.
    2. Destination
    3. Weight/Volume
    4. Insurance cost and other fees, if any
  - d. Notarized affidavit of undertaking
  - e. Certification of availability of vehicle, Leased or owned e.g., Truck, delivery van, etc. Nationwide
6. Terms of Payment: monthly, based on actual delivery
7. Requirements for Payment: Billing statement of account and everyday airbill of waybill receipt send to end-user after the end of the months.

8. The prevailing annual rate is limited only to the amount of Php 300,000.00 including a ten percent (10%) contingency.
9. The transfer of documents depends on the size of the pouch and on the strategy of the winning bidder.
10. The delivery schedule or schedule of requirements provided below may be modified anytime at the option of the BAFE, provided that the Service Provider be given notice of such modification one (1) week prior to the effectivity of the modification.

**Delivery Schedule/Schedule of Requirements**

| AREA OF DISTRIBUTION | EXPECTED DELIVERY DATE  |
|----------------------|---|
| Metro Manila (NCR)   | To be delivered within <b>twenty-four (24) hours</b> upon receipt of the documents from the Records Section.<br><i>Daily pick up time is 3:00 PM.</i> |
| Luzon                | To be delivered within <b>five (5) working days</b> upon receipt of the documents from the Records Section.<br><i>Daily pick up time is 3:00 PM.</i>  |
| Visayas              | To be delivered within <b>seven (7) working days</b> upon receipt of the documents from the Records Section.<br><i>Daily pick up time is 3:00 PM.</i> |
| Mindanao             | To be delivered within <b>seven (7) working days</b> upon receipt of the documents from the Records Section.<br><i>Daily pick up time is 3:00 PM.</i> |

11. The Statement of Account (SOA) to be issued by the Service Provider to BAFE should be based on the **actual number of deliveries per month**. In case of delivery to remote areas, additional fees may be charged accordingly.
12. The Service Provider must attach to its bid the filled-out forms in Annexes A and B of this TOR.

**Dispute Resolution**

1. Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
2. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledge by the Parties.



## ANNEX A. Technical Specifications

Bidders must state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification”.

| Item | Specification  | Bidder’s Statement of Compliance |
|------|--|----------------------------------|
| 1    | The Service Provider must have a respectable track record in nationwide courier services and must have been in the same business for <b>at least three years</b> attested by previous or current clients through the submission of Certificates of Satisfactory Services Rendered or any other similar document issued to it.  |                                  |
| 2    | The Service Provider must have completed at least two similar contracts with another Philippine government agency/ies for the past three years, submitting to BAFE a copy or proof of such.  |                                  |
| 3    | The service provider must offer domestic courier service.  |                                  |
| 4    | The service provider must have several branches nationwide.  |                                  |
| 5    | The service provider should have an assigned point person that will handle the account and all the necessary transactions of the BAFE with the courier service provider.   |                                  |
| 6    | <p>The service provider must have the capacity to accomplish the following:</p> <p>a) Door-to-door collection and delivery of documents;</p> <p>b) Deliver to the following locations: <b>all</b> provinces, cities, municipalities and barangays in NCR, Luzon, Visayas and Mindanao;</p> <p>c) Ensure on-time delivery of mails and documents specified in the Terms of Reference;</p> <p>d) Provide real time mobile or online document tracking system and submit a <b>daily report of delivery status</b> to the Records Unit of the BAFE through e-mail;</p> <p>e) Submit a duly signed monthly summary report supported by Proof of Deliveries (PODs) or other forms of verification <b>not later than five (5) working days after the end of the</b></p> |                                  |

|   |  |  |
|---|--|--|
|   | <p><b>month.</b> Delivery of PODs or other forms of verification to BAFE shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the service provider or its authorized representative;</p> <p>f) Provide a <b>pouch and/or box</b> for packaging of parcels;</p> <p>g) Undertake <b>at least two (2) attempts</b> to deliver the mails and documents coursed through it. If undelivered after the first attempt, the service provider shall immediately notify the BAFE and wait for its instructions. The BAFE may then <b>modify</b> the delivery details to aid in the second attempt to deliver the documents, <b>without additional cost</b> unless such modification resulted to a new delivery address. If it remains undelivered, the service provider shall return the documents to the BAFE, <b>stating a justifiable reason and proof for non-delivery thereof</b>;</p> <p>h) Comply with the delivery schedule or schedule of requirements.</p> |  |
| 7 | <p>The Statement of Account (SOA) to be issued by the Service Provider to BAFE should be based on the <b>actual number of deliveries made per month</b>. In case of delivery to remote areas, additional fees may charged accordingly.</p>   |  |

**ANNEX B. Area of Distribution Nationwide for April 2021 to June 2021**

| <b>AREA OF DISTRIBUTION</b> | <b>ESTIMATED SET OF DOCUMENTS PER BOX</b><br><i>(not exceeding 3 kilograms)</i> | <b>ESTIMATED NUMBER OF DOCUMENTS PER POUCH</b><br><i>(minimum dimension of 8.3 x 11.7 inches)</i> | <b>ESTIMATED PRICE PER UNIT</b> |
|-----------------------------|---|---|---------------------------------|
| Metro Manila (NCR)          | 17  | 50  |                                 |
| Luzon                       | 792   | 50  |                                 |
| Visayas                     | 424   | 50  |                                 |
| Mindanao                    | 482   | 50  |                                 |

*Note: Specified quantities are indicative numbers and for bidding purposes only.*