



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: April 23, 2021

RFQ No.: 0037-21

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 Programs and Projects Management Division (PPMD)**, 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 **April 29, 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 **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.

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>Office Supplies of Programs and Projects Management Division (PPMD)</b>	<b>PhP 127,969.00</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
30	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm), 12 pieces/box	1,050.00		
30	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm), 12 pieces/box	1,410.00		
75	piece	CORRECTION TAPE, film base type, UL 6m min	3,225.00		
2	piece	CUTTER KNIFE, for general purpose	148.00		





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25	piece	DATA FOLDER, made of chipboard, taglia lock	4,050.00		
2	piece	DATING AND STAMPING MACHINE, heavy duty	966.00		
1	box	ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces/box	1,779.00		
5	piece	ERASER, FELT, for blackboard/whiteboard	215.00		
10	box	FASTENER, METAL, 70mm between prongs, 50 sets/box	1,240.00		
20	piece	FILE ORGANIZER, expanding, plastic, 12 pockets	3,860.00		
10	bundle	FOLDER, FANCY, for legal size documents, 50 sets/bundle	8,630.00		
2	box	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm), 100 pieces/box	5,428.00		
15	jar	GLUE, all purpose, gross weight: 200 grams min	1,350.00		
25	set	MARKER, FLUORESCENT, 3 assorted colors per set	2,200.00		
25	piece	MARKER, PERMANENT, bullet type, black	1,200.00		
25	piece	MARKER, PERMANENT, bullet type, blue	1,050.00		
20	piece	MARKER, PERMANENT, bullet type, red	840.00		
30	piece	MARKER, whiteboard, black, felt tip, bullet type	1,410.00		





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30	piece	MARKER, whiteboard, blue, felt tip, bullet type	1,410.00		
60	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	2,520.00		
60	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	3,780.00		
60	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	3,480.00		
25	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min, 100 pieces/box or 52 grams (min.)	725.00		
25	box	PAPER CLIP, vinyl/plastic coat, length: 50mm min, 100 pieces/box or 120 grams (min.)	900.00		
75	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	23,025.00		
75	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm	21,000.00		
3	piece	PENCIL SHARPENER, manual, single cutter head	1,014.00		
40	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB, 12 pieces/box	5,640.00		
5	piece	PUNCHER, Paper, Heavy Duty, with 2 hole guide	1,165.00		
4	book	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	724.00		
2	pair	SCISSORS, symmetrical, blade length: 65mm min	124.00		
120	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	9,000.00		





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115	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	8,625.00		
2	piece	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	212.00		
5	piece	STAPLE REMOVER, PLIER-TYPE	300.00		
15	box	STAPLE WIRE, for heavy duty staplers, (23/13), 100 staples per strip, 1,000 staples/box	660.00		
5	piece	STAPLER, STANDARD TYPE, load cap: 200 staples min	1,335.00		
1	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape	154.00		
5	roll	TAPE, ELECTRICAL, 18mm x 16M min	315.00		
10	roll	TAPE, MASKING, width: 24mm ( $\pm 1$ mm)	690.00		
10	roll	TAPE, PACKAGING, width: 48mm ( $\pm 1$ mm)	480.00		
10	roll	TAPE, TRANSPARENT, width: 24mm ( $\pm 1$ mm)	250.00		
10	roll	TAPE, TRANSPARENT, width: 48mm ( $\pm 1$ mm)	390.00		
<b>TOTAL AMOUNT</b>			<b>PhP 127,969.00</b>		



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<b>TERMS AND CONDITIONS:</b>	
1.	Bidders shall provide correct and complete information required in this form. [SEP]
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. [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: <b>within Thirty (30) calendar days upon conforme of Purchase/Work Order.</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. [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





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*A food-secure and resilient Philippines*  
*with empowered and prosperous farmers and fisherfolk*

