



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 28, 2021

RFQ No.: 0040-21

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 **Production and Installation of DA-BAFE Office Signages**, 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 **May 5, 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.


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)
Production and Installation of DA-BAFE Office Signages	PhP 120,000.00

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	pc	3D Panaflex Lighted Signage	60,000.00		
1	pc	Stainless cut out Signage	30,000.00		
6	pcs	Metal etching sign	30,000.00		
TOTAL AMOUNT			PhP 120,000.00		

*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: **within Thirty (30) calendar days upon conforme of Purchase/Work Order.**
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.



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TERMS OF REFERENCE

TITLE: PRODUCTION AND INSTALLATION OF DA-BAFE OFFICE SIGNAGES

APPROVED BUDGET FOR THE CONTRACT (ABC): The Approved Budget for the Contract is Pesos (Php120, 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 production and installation of the following office signages:

1. 1 piece 3D Panaflex lighted signage for office exterior
2. 1 piece Stainless signage - BAFE logo inside the Office of the Director
3. 6 pieces metal etching sign for BAFE office rooms and conference hall

EXPERIENCE/QUALIFICATIONS/REQUIREMENTS

The firm must provide the following

- 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

TECHNICAL SPECIFICATIONS

The technical specifications for each type of signages are as follows:

1. 3D Panaflex lighted signage - length: 6 meters, height: 1 meter DA-BAFE logo on the left Republic of the Philippines Department of Agriculture Bureau of Agricultural and Fisheries Engineering
2. Stainless cutout signage - diameter: 1 meter, BAFE logo
3. Metal etching sign - 55cm x 14cm, DA-BAFE logo and labels for a. Conference Hall; b. Office of the Director; c. Office of the Assistant Director; d. Programs and Projects Management Division (PPMD); e. Standards Regulation and Enforcement Division (SRED); f. Engineering Plans, Designs, and Specifications Division (EPDSD)

OTHER TERMS AND CONDITIONS:


1. All electronic copies and the design and layout of DA-BAFE office signages will be provided by BAFE to the supplier.
2. Samples must be submitted to BAFE prior to production. The Bureau will conduct a review of submitted samples.



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3. All approved samples will be forwarded to the supplier one day after the approval of the BAFE's Director;
4. Delivery period is within thirty (30) calendar days upon receipt of Work Order ;
5. Freight-on-Board (FOB) Destination. The supplier will shoulder the delivery expense to the Drop-off point; and
6. Drop-off point is at the Bureau of Agricultural and Fisheries Engineering office building, Sugar Regulatory Administration Annex, North Avenue, Diliman, Quezon City.

Prepared by:


MARSHALL LOUIE ASIS
Procurement Coordinator