



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: May 14, 2021

RFQ No.: 0043-21

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 **Printing and Production of DA-BAFE 2020 Annual Report**, which will be undertaken in accordance with Section 53.9 (Negotiated Procurement - Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Please quote your best offer for the item/s described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation/proposal **duly signed by you or your duly authorized representative**¹ not later than **May 21, 2021 at 12:00 noon**.

A copy of your **2021 Mayor's/Business Permit**² (**Certified True Copy**) and **PhilGEPS Registration Number** are also required to be submitted along with your signed quotation. A **valid Certificate Platinum Membership** may be submitted in lieu of the Mayor's/Business Permit.

A notarized **Omnibus Sworn Statement**³ (**GPPB-prescribed forms**) will also be required to be submitted prior to 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 (Quotation and Certified True Copy of requirements) 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

¹Attached Valid Government ID and in case of representative, submit authorization letter with Valid Government ID

²In case of recently expired Mayor's/ Business Permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 62 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020

³In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB Resolution No. 09-2020.





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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)
Printing and Production of DA-BAFE 2020 Annual Report	PhP 350,000.00

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
1000	copies	Printing and Production of DA-BAFE 2020 Annual Report Size: 17 inches (W) x 11 inches (H) –spread 8.5 inches (W) x 11 inches (H) – folded Color: Cover- Full Color, Hard and Glossy, with UV lamination Inside Pages – Full Color, Glossy Process: Offset Printing Paper Stock/Material: Cover- Hardbound	350,000.00		





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		Inside Pages –C2S 120 gsm No. of Pages: 100 pages (including 2 cover pages and table of contents) Binding: Case Binding			
		TOTAL		Php 350,000.00	

*Please see attached Technical Specifications/Terms of Reference

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Three Hundred Fifty Thousand Pesos Only (PhP 350,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____

 Signature over Printed Name

 Position/Designation

 Office Telephone No.

 Fax/ Mobile No.

 Email address/ es





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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 upon conforme of Work Order (WO)</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.

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