



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.: 0044-21

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 **Lease of Photocopying Machine for the Bureau of Agricultural and Fisheries Engineering (BAFE)**, 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 Permit² (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 Statement³ (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 6.2 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)
Lease of Photocopying Machine for the Bureau of Agricultural and Fisheries Engineering (BAFE)	PhP 105,000.00

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
5000	PAGES	Lease of Photocopying Machine 3 units x 7 months x 5000 pages	105,000.00		
		TOTAL	PhP 105,000.00		

*Please see attached Technical Specifications/Terms of Reference





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FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Five Thousand Pesos Only (PhP 105,000.00)	<p style="text-align: center;">In words: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">In figures: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">_____</p>

 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 One Hundred Twenty (120) calendar days 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: starting June 1, 2021
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

AJA





TERMS OF REFERENCE

I. TITLE:

LEASE OF PHOTOCOPYING MACHINE FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) FOR CY 2021

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is One hundred five thousand pesos (Php 105,000).

III. CONTRACT DURATION:

The Contract shall start Seven (7) months contract from June 1 to December 31, 2021.

IV. OBJECTIVES:

This is to provide photocopying machines for BAFE Office.

V. SCOPE OF THE CONTRACT:

1. The Contractor shall provide three (3) units of photocopying machines that complies with BAFE requirements.
2. The Contractor shall completely deliver, install, test, and configure the photocopying machine.
3. The Contractor shall shoulder the delivery and installation costs and other charges that may be incurred up to the designated point of delivery.
4. Toner and other consumables (except papers) shall be supplied by the contractor for the duration of the contract.
5. The Contract shall include accessories, spare parts, and other consumables necessary to make the machine operational.
6. The Contractor shall include factors such as electrical connections, automatic voltage regulators (AVR), adaptors, groundings, physical limitations, and maintenance.
7. The Contractor shall dispose the empty cartridges with no extra cost.
8. Two percent (2%) spoilage will be deducted from gross copies.
9. The Contractor shall provide free-of-charge complete technical support, which includes troubleshooting repairs and parts replacement by the Contractors trained technical support staff.
10. The Contractor shall provide free training for BAFE personnel on the detailed operations of the machines and preventive maintenance.
11. If the unit is defective, the contractor shall replace it with photocopying machines of the same or upgraded machine specification.



VI. MINIMUM SPECIFICATIONS

1. Digital Copier Type
2. Automatic duplex unit (for back-to-back copying)
3. Reversible Automatic document feeder type
4. With Electronic Sorting
5. Voltage 100-240 Volts
6. Maximum paper size: A3
7. Paper capacity: 4 Trays (including Bypass Tray)
8. Copy Ratio: from 25% to 400% reduction/enlargement.
9. Continuous copy: from 1 to 999 copies
10. Copy Speed: at least 40 copies per minute.

VII. SERVICE AND MAINTENANCE

1. Monthly inspection and preventive maintenance check-up of equipment shall be provided by the Contractor to ensure proper operation.
2. Spare parts and consumables should be delivered by the Contractor within 24 hours after the request has been made.
3. On-call and on-site support must be available from:
 - Monday inspection and preventive maintenance check-up of equipment shall be provided by the Contractor to ensure proper operation.
 - Response Time: Within 2 hours from the time-of-service call.
 - Resolution Time: Within 24 hours
 - Service units of equal or greater capacity must be provided within 24 hours in case the resolution time exceeded, the 24 hours provision stated in this agreement and/ or if the machine cannot be repaired within 24 hours.

VIII. DELIVERY

Delivery period : June 1, 2021

IX. TERMS OF PAYMENT

1. Payment shall be on a monthly based (VAT inclusive).
2. As a pre-requisite, the counter signature of the end-user shall be required on the meter reading report.

Prepared by:


MARSHALL LOUIE ASIS
Procurement Coordinator

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