



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.: 0046-21

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 **Supply and Delivery of Office Supplies for EPDSD**, 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.

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.

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.





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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)
Supply and Delivery of Office Supplies for EPDSD	PhP 88,123.00

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
3	box	Ballpen, Black	80.00		
3	box	Ballpen, Blue	80.00		
7	piece	Clearbook, 20 transparent, for A4 size	85.00		
5	Piece	Clearbook, 20 transparent, for Legal Size	100.00		
10	box	Clip, Backfold, 19 mm	20.00		
10	box	Clip, Backfold, 25 mm	30.00		
10	box	Clip, Backfold, 32 mm	40.00		
10	box	Clip, Backfold, 50 mm	60.00		
20	piece	Correction tape, 8m min	70.00		
25	piece	Data File Box	200.00		
20	box	Fastener	120.00		
2	box	Folder, Press Board, size: 240 mm x 370 mm	1,000.00		





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30	piece	Magazine File box, large size	50.00		
21	set	Marker, Fluorescent, 3 assorted colors per set	150.00		
5	piece	Marker, permanent, bullet type, Blue	55.00		
9	piece	Marker, pemanent, bullet type, Black	55.00		
5	piece	Marker, Whiteboard, Blue, felt tip, bullet type	41.00		
10	piece	Marker, Whiteboard, Black, felt tip, bullet type	41.00		
21	piece	Notepad, Stick-on, (2"x3") min	67.00		
21	piece	Notepad, Stick-on, (3"x4") min	120.00		
40	ream	Paper, Multi-Purpose, 70 gsm 216mm x 330mm, Legal	400.00		
100	ream	Paper, Multi-copy, 80 gsm 210mm x 297mm, A4	360.00		
2	piece	Pencil Sharpener	250.00		
39	piece	Signpen, Black, Liquid/gel, 0.5mm needle tip	40.00		
35	piece	Signpen, Blue, Liquid/gel, 0.5mm needle tip	40.00		
5	piece	Stamp Pad, Felt, Bed Dimension: 60mm x 100mm min	50.00		
30	box	Staple wire, Standard	42.00		
5	piece	Ring Binder, Plastic, 32 mm, 84 rings	250.00		
3	unit	Tape dispenser, Table top, for 24mm width tape	150.00		
6	roll	Tape, Transparent, 24 mm	41.00		
5	roll	Tape, masking, 24 mm	68.00		
5	roll	Tape, masking, 48 mm	118.00		
20	piece	Signpen, Green, Liquid Gelpen	40.00		
7	ream	Paper, 420 x 297 mm, 70 gsm	520.00		
		TOTAL	Php 88,123.00		





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FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Eighty-Eight Thousand One Hundred Twenty-Three Pesos Only (PhP 88,123.00)	<p style="text-align: center;">In words: _____</p> <p style="text-align: center;">In figures: _____</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 <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 days upon conforme of Purchase/Work Order.</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.

 Fax/ Mobile No.

 Email address/ es

AJA





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