



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.: 0047-21

**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 Drinking Water for the BAFE Employees for CY 2021**, 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.

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**<sup>1</sup> not later than **May 21, 2021 at 12:00 noon**.

A copy of your **2021 Mayor's/Business Permit**<sup>2</sup> (**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**<sup>3</sup> (**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](mailto:bafe.procurement@gmail.com).

**ENGR. EMER-ROSE G. ASUG**  
BAC Secretariat Head

<sup>1</sup>Attached Valid Government ID and in case of representative, submit authorization letter with Valid Government ID.

<sup>2</sup>In 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

<sup>3</sup>In 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)
<b>Supply and Delivery of Drinking Water for the BAFE Employees for CY 2021</b>	<b>PhP 54,180.00</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
1204	Gallon	Drinking Water	54,180.00		
		<b>TOTAL</b>	<b>Php 54,180.00</b>		

\*Please see attached Technical Specifications/Terms of Reference





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<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Fifty-Four Thousand One Hundred Eighty Pesos Only (PhP 54,180.00)</b>	<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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<b>TERMS AND CONDITIONS:</b>	
1.	Bidders shall provide correct and complete information required in this form. <sup>[SEP]</sup>
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. <sup>[SEP]</sup>
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. <sup>[SEP]</sup>
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. <sup>[SEP]</sup>
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. <sup>[SEP]</sup>
7.	Delivery and/or Installation Period: <b>starting June 1 to December 31, 2021.</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. <sup>[SEP]</sup>
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. <sup>[SEP]</sup>

\_\_\_\_\_  
 Signature over Printed Name

\_\_\_\_\_  
 Position/Designation

\_\_\_\_\_  
 Office Telephone No.

\_\_\_\_\_  
 Fax/ Mobile No.

\_\_\_\_\_  
 Email address/ es

AJA





## TERMS OF REFERENCE

- I. **TITLE**  
Supply and Delivery of clean and safe Drinking Water for the Consumption of BAFE Employees for CY 2021
- II. **OBJECTIVES**  
To have a regular supply and clean safe potable purified drinking water for the consumption of BAFE Employees at a fair market value
- III. **APPROVED BUDGET CONTRACT:**  
Php. 54,180.00
- IV. **CONTRACT DURATION:** Seven (7) months contract from June 1 to December 31, 2021
- V. **SCOPE OF SUPPLY /SERVICES**
  - A. **Supply and Delivery**
    - a. Supply and delivery of clean and safe purified drinking water to BAFE office for the Forty three (43) units of 5-gallon-bottled water per week.
    - b. Supply and free use of four (4) clean and safe working hot and cold-water dispensers.
  - B. **Services**
    - a. General cleaning and maintenance of the water dispensers monthly in the presence of personnel from the General Service Section (GSS).
    - b. Submission of monthly Bacteriological Test Result conducted by the National Reference Laboratory (NRL) or any Government accredited water-testing facility.
    - c. Collection of empty bottles.
- VI. **OBLIGATION OF THE CONTRACTOR**
  1. The Contractor shall ensure the regular supply and delivery of clean, safe, and potable purified drinking water, at once-a-week basis (Thursday).
  2. The Contractor shall ensure the supply and free use of three (3) unit's clean and working hot and cold-water dispensers.
  3. The Contractor shall ensure that each bottled water has no dents and damage.
  4. The Contractor shall request the General Service Section for inspection for every delivery made and in the collection of empty bottles.
  5. The Contractor shall conduct a regular cleaning and maintenance for water dispensers once- a month or as required by the GSS.
  6. The Contractor shall shoulder the payments for the Bacteriological Test which will be in a randomly basis and other tests that may be required by the BAFE office on the delivered purified bottled water.

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7. The Contractor shall ensure the presence of GSS personnel in the sampling and submission of samples for the test.
8. Property uniform shall be observed by the deliverymen during delivery of supply and likewise during collection of empty containers.
9. The Contractor shall ensure the deliveries and collecting of empty be made in the presence of GSS personnel.
10. The Contractor shall issue invoice/delivery receipt for weekly deliveries and shall be countersigned by an authorized GSS personnel or Property Inspector, thereby affirming the true number of deliveries thereof.
11. The Contractor shall submit monthly billing with sales invoice based on the quantity delivered for the whole month as supporting documents for the monthly payment of bill.

#### VII. ADDITIONAL REQUIREMENTS

1. The Contractor must submit its company profile and all the necessary permits required for a water filling station such as, updated Mayors Permit, Sanitary and Business Permit.

#### VIII. TERMS OF PAYMENT

1. Payment (VAT inclusive) shall be monthly upon receipt of the monthly billing based on quantity delivered.
2. Pre-requisite:
  - Maintenance and cleaning report signed by GSS personnel.
  - Satisfactory results of the Bacteriological Test.

Prepared by:

  
**MARSHALL LOUIE ASIS**  
Procurement Coordinator

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