



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
SRA Compound, North Avenue, Quezon City
Tel No. (02) 8294-6452 Fax No. (02) 941-8151
Email add: bafe.da.gov.ph

REQUEST FOR QUOTATION

Date: September 10, 2021

RFQ No.: 0112-21

Name of Supplier / Company: _____

Address: _____

TIN: _____

PhilGEPS Registration Number/Certificate Number (required): _____

The **Department of Agriculture - Bureau of Agricultural and Fisheries Engineering (BAFE)**, through its **Bids and Awards Committee (BAC)**, intends to procure **Layout, Printing, and Production of Agricultural and Biosystems Engineering Management Information System (ABEMIS) User Manual** 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** not later than **September 17, 2021 at 12:00 noon**.

A copy of your **2021 Mayor's/Business Permit** and **PhilGEPS Registration Number/Certificate Number** are also required to be provided along with your signed quotation. A valid Certificate of PhilGEPS Registration (Platinum Membership) may be submitted in lieu of the said documents. For individuals, a BIR Certificate of Registration may be submitted in lieu of the 2021 Mayor's/Business Permit. Furthermore, Omnibus Sworn Statement (GPPB-prescribed form) for Approved Budget of Contract (ABC) above P50,000.00 and Income/Business Tax Return for Approved Budget of Contract (ABC) above P500,000.00 are required to be submitted per said ABC threshold.

In observance of the Government Procurement Policy Board (GPPB) Resolution No. 09 - 2020 (*Approving measures for the efficient conduct of procurement activities during a state of calamity, or implementation of community quarantine or similar restrictions*), an expired Mayor's/ Business Permit with Official Receipt of renewal application and Unnotarized Omnibus Sworn Statement (GPPB-prescribed form) are also accepted subject to submission of 2021 Business/Mayor's permit and Notarized Omnibus Sworn Statement after award of contract but before payment.

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 of your Quotation can be submitted but the original copy of the quotations must be submitted personally or via a 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 





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.

Sir/Madam:

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the item/s as follows:

1. Please quote your best offer for the items below. **Please do not leave any blank items. Items with no price indicated shall be considered non-compliant but specifying "0" (zero) or "-" (dash) for the said item would mean that it is being offered for free to the Government.**
2. The information stated below shall be the basis for the evaluation and calculation of your quotation.

ITEM DESCRIPTION/ SPECIFICATION	QUANTITY	UNIT	ABC	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE
Layout, Printing, and Production of Agricultural and Biosystems Engineering Management Information System (ABEMIS) User Manual	200	copies	100,000.00		
Paper Size and Orientation: *Portrait *228 mm (H) x 152 mm (W) – when folded * 228 mm (H) x 304 mm (W) – when spread Color: *Cover and Black page: full color *Inside pages: full color Paper Stocks: *Cover and back page – C2S 220 lbs *Inside pages – C2S 70 lbs No. of pages: *Cover page: 1 *Back page: 1 *Inside pages: 100 Binding: *Perfect binding					





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Other requirements: *Back-to-back printed copies *Inclusive of all applicable taxes and/or charges such as but not limited to design (cover and back page), layout service fee, delivery fee, cost of printing sample blueprints					
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*The above quoted prices are inclusive of all costs and applicable taxes.
 *Please see attached Term of Reference

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Thousand Pesos Only (PhP 100,000.00)	In words: _____ _____ _____ In figures: _____ _____ _____

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: _____

 Signature over Printed Name

 Position/Designation

 Office Telephone No. / Fax No. / Mobile No.

 Email address/ es





TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and complete information required in this form. ^{L} _{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. ^{L} _{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. ^{L} _{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. ^{L} _{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. ^{L} _{SEP}
7.	Delivery and/or Installation Period: <u>within thirty calendar (30) days upon receipt of Notice of Award excluding the number of days allotted for the review and proof reading of the sample blueprints.</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. ^{L} _{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. ^{L} _{SEP}





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TERMS OF REFERENCE

TITLE:

LAYOUT, PRINTING AND PRODUCTION OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING MANAGEMENT INFORMATION SYSTEM USER MANUAL

APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is One Hundred Thousand Pesos (Php 100,000.00) inclusive of all applicable charges and 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 layout, printing and production of the Agricultural and Biosystems Engineering Management Information System (ABEMIS) User Manual.

TERMS AND CONDITIONS:

1. All electronic copies of the documents will be provided by BAFE-PPMD to the supplier;
2. The supplier shall submit the sample blueprint to BAFE-PPMD thru email at ppmd.procurement@gmail.com within seven (7) calendar days upon receipt of the electronic copies of documents.
3. The supplier will be given seven (7) calendar days to revise and finalize the initial blueprint based on the comments/suggestions provided by the end-user;
4. The supplier shall provide the end-user at least five (5) sample printed copies incorporating the comments/suggestions for further review and approval prior to mass production. All approved sample blueprints will be forwarded to the supplier after the approval of the end-user;
5. Delivery period is within thirty (30) calendar days upon receipt of Notice of Award excluding the number of days allotted for the review and proof reading of the sample blueprints;
6. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the Drop-off point; and
7. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.

Prepared by:


ENG. GLENN M. OCA
Procurement Coordinator, BAFE-PPMD

A food-secure Philippines
with prosperous farmers and fisherfolk





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