



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](mailto:bafe.da.gov.ph)

### REQUEST FOR QUOTATION

Date: September 10, 2021

RFQ No.: 0114-21

**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 **Various Vehicle Rental of FMRDP for the month of October 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** 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 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 





**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
<b>PR No. 21-270</b>					
<b>Workshop for Farm-to-Market Road Network Plan on October 11-14, 2021</b>					
Van Rental *October 11, 2021 *Air-conditioned van *At least 10 seater  Itinerary: * <b>October 11, 2021</b> : 6:00 am – pick-up from BAFE Office, Diliman, Quezon City to Hotel Venue in Ilocos Sur	1	Unit	20,000.00		
Van Rental *October 14, 2021 *Air-conditioned van *At least 10 seater  Itinerary: * <b>October 14, 2021</b> : 1:00 pm – pick-up from Hotel Venue in Ilocos Sur to BAFE Office, Diliman, Quezon City	1	Unit	20,000.00		
Inclusion and Notes:  -cost of inclusive of driver's fee, toll fees, gasoline, driver's food and accommodation	-	-	-	-	-





-vehicle should be disinfected everyday -there should be a plastic partition installed separating the driver's seat -driver should have a negative swab test result within 48 hrs prior to the date of travel					
<b>SUB-TOTAL</b>					
<b><u>PR No. 21-269</u></b>					
<b>FMRDP Strategic Plan Workshop on October 20-21, 2021 in Region III</b>					
Van Rental *October 20, 2021 *Air-conditioned van *At least 10 seater  Itinerary: * <b>October 20, 2021</b> : 8:00 am – pick-up from BAFE Office, Diliman, Quezon City to Hotel Venue in Region III  *2 units x 1 day x 7,500.00	2	Unit	15,000.00		
Van Rental *October 21, 2021 *Air-conditioned van *At least 10 seater  Itinerary: * <b>October 21, 2021</b> : 1:00 pm – pick-up from Hotel Venue in Region III to BAFE Office, Diliman, Quezon City  *2 units x 1 day x 7,500.00	2	Units	15,000.00		
Inclusion and Notes:  -cost of inclusive of driver's fee, toll fees, gasoline, driver's food and accommodation -vehicle should be disinfected everyday -there should be a plastic partition installed separating the driver's seat -driver should have a negative swab test result within 48 hrs prior to the date of travel	-	-	-	-	-
<b>SUB-TOTAL</b>					
<b>GRAND TOTAL</b>			<b>70,000.00</b>	-	

\*The above quoted prices are inclusive of all costs and applicable taxes.

\*For the requirement on Safety protocol kindly refer to the attached BAFE OSH Memo No. 03, Series of 2021 specifically on Transport Protocol





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<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Seventy Thousand Pesos Only (PhP 70,000.00)</b>	<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>

**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

AJA





<b>TERMS AND CONDITIONS:</b>	
1.	Bidders shall provide correct and complete information required in this form. <sup>{L}</sup> <sub>{SEP}</sub>
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>{L}</sup> <sub>{SEP}</sub>
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>{L}</sup> <sub>{SEP}</sub>
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>{L}</sup> <sub>{SEP}</sub>
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>{L}</sup> <sub>{SEP}</sub>
7.	Delivery and/or Installation Period: <b>On the day of the delivery.</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>{L}</sup> <sub>{SEP}</sub>
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>{L}</sup> <sub>{SEP}</sub>





OD - OSH-MEMO-21-08-01

**MEMORANDUM ORDER**

No. 03

Series of 2021

**SUBJECT : SUPPLEMENTAL GUIDELINES ON THE COVID-19 RESPONSE PROGRAM  
(GOVERNMENT AND PRIVATE TRANSPORT OPERATIONS)**

**I. INTRODUCTION**

As the impact of the coronavirus disease (COVID-19) pandemic continues, the BAFE assures to protect all its employees from dangers of injury, sickness or death in the workplace through the adoption of safe and healthy working conditions and transportation to ensure the preservation of human lives and resources and prevent loss/damage of properties while continuing the service.

In accordance with the Memorandum Order No. 1 Series of 2020 on the Guidelines on the COVID-19 Pandemic Response Program, the BAFE issues this Supplemental Guidelines, which shall be applied to BAFE staff as transportation passenger and driver, and to the motor vehicle used in the land travels to harmonize with the existing policies of the Department of Agriculture and the Inter-Agency Task Force (IATF) for the Management of Emerging Infectious Diseases.

**II. OBJECTIVES**

This Guidelines aims to provide the specific procedures relative to safety and health transportation adhere with the minimum health standards in response to the COVID-19 pandemic, while placed under community quarantine. Specifically, it intends to:

- A. Formulate the transportation protocols in relation to the maintenance of health, sanitation, and hygiene for the protection of the drivers and passengers from being infected by the COVID-19;
- B. Utilize necessary technology, facilities, and equipment as well as other requirements necessary to protect the life and ensure the safety of all concerned personnel; and,
- C. Ensure full compliance with the transportation protocols, continuing awareness of the health, and the fitness to work of the driver, the screening of passengers, and the availability of the requisite facilities, equipment, paraphernalia, and other resources.

**III. DEFINITION OF TERMS**

For purposes of this Guideline, the following shall be defined as follows:

- A. **Antigen Test** - detects the presence of viral proteins or antigens, which is expressed only when the virus is replicating. These tests are best used to identify acute or early infection.
- B. **Community Quarantine** - refers to the restriction of movement within, into, or out of the area of quarantine of individuals, large groups of people, or communities, designed





to reduce the likelihood of transmission of COVID-19 among persons in and to persons outside the affected area.

- C. **COVID-19** - refers to the Coronavirus Disease 2019, which is caused by the virus known as the severe acute respiratory syndrome coronavirus2 (SARS-CoV-2).
- D. **Disinfection** - refers to the use of chemicals to kill microbes on surfaces. This process does not necessarily clean dirty surfaces or remove microbes, but by killing microbes on a surface after cleaning, it can further lower the risk of spreading infection.
- E. **Driver** - shall mean every and any licensed operator of a motor vehicle.
- F. **Interzonal Movement** - the movement of people, goods and services across areas under different community quarantine classifications.
- G. **Motor Vehicle** - shall mean any vehicle propelled by any power other than muscular power using the public highway, but except road rollers, trolley cars, street sweepers, sprinklers, lawn mowers, bulldozer, graders, fork-lifts, amphibian trucks, and cranes if not used on public highways and vehicles run only on rails and tracks, and tractors, trailers, and tractors engines of all kinds used exclusively for agricultural purposes.
- H. **Personal Protective Equipment (PPE)** - refers to protective garments or equipment, such as but not limited to face shield and facemask worn by individuals to increase personal safety from infectious agents.
- I. **RT-PCR Test** - refers to reverse transcription-polymerase chain reaction test; is a widely used molecular biology technique to detect and amplify the genetic material of the virus such as but not limited to nasopharyngeal swab (NPS) and oropharyngeal swab (OPS), and saliva-based test.
- J. **Safety and Health Officer (SHO)** - refers to a person responsible for ensuring adherence to safety regulations, rules, and policies and for assessing unsafe acts and environment and hazardous situations/circumstances in the workplace.

#### IV. ROLES AND RESPONSIBILITY

For efficient administration of this Guidelines, the roles and responsibilities of the stakeholders are enumerated as follows:

##### A. THE SAFETY AND HEALTH OFFICER (SHO)<sup>1</sup>

1. Act as the focal person of the agency in the implementation of programs to eliminate hazards in the workplace and to correct and/or amend risky and/or unsafe work practices; and,
2. Report on the occurrence of accidents.

##### B. THE DISPATCH OFFICER

1. A designated Dispatch Officer responsible for bringing necessary assistance or materials to the employees.
2. Shall ensure the efficiency of the route schedules of the motor vehicles.

#### V. TRANSPORT PROTOCOLS

<sup>1</sup> Adopted from CSC, DOLE, DOH, Joint Memorandum Circular No. 1, Series of 2020





The operations of road-based transportation during community quarantine shall strictly follow the necessary sanitary and safety measures.

#### **A. DRIVER AND PASSENGER**

The following sanitary and safety measures must be strictly complied:

1. Drivers must be physically fit and must wear masks at all times;
2. Passengers are required to correctly wear masks and face shield in order to board on the vehicle;
3. Should a driver or passenger show symptoms<sup>2</sup> of COVID-19, he/she shall be prohibited to board and must be endorsed to the nearest medical facility;
4. Safety officers must regularly examine the passenger and drivers fitness to work by checking their temperature;
5. For rented motor vehicles, drivers shall provide the negative test result of the RT-PCR (swab or saliva based) or antigen with the validity of 3 days maximum prior to the departure. Likewise, a valid RT-PCR or antigen test with negative result shall be provided on the date of pick-up;
6. Passengers must always properly wear his or her office ID and IATF ID Rapid Pass; and
7. To minimize the removal of facemask, eating and drinking while inside the vehicle shall be prohibited. It is recommended to have a stopover if there is a need to take a meal.

#### **B. MOTOR VEHICLES**

The following sanitary and safety measures must be strictly complied in all modes of transportation:

1. Motor vehicles shall be equipped with thermal scanners for the checking of body temperature of all passengers. Those with a temperature of 37.8 degrees centigrade or higher will not be allowed to board the vehicle.
2. Prior to their trip, all vehicle surfaces (especially seats, armrests, handles) shall be disinfected and wiped down with disinfecting solution/ agent. It shall have proper ventilation or air-conditioning at all times;
3. If necessary, all high-touch surfaces of the vehicle such as but not limited to seats, armrests, handles should be disinfected at least once every two (2) hours if the vehicle is in continuous operation;
4. Provision of foot-disinfectant for passengers to be placed on the steps by the door/s;
5. The driver compartment should be sealed off from passenger area using non-permeable, transparent material;
6. In compliance with one (1) meter physical distancing imposed by the Department of Health (DOH), impermeable barriers may install between rows of seats that are less than one (1) meter apart if they wish to maximize 50% passenger load;
7. Vehicles are encouraged to post infomercials and posters reminding passengers

<sup>2</sup> DA-Memorandum from the Secretary dated March 21, 2021 "Guidelines on Isolation for DA Employees During COVID-19 Pandemic"







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of good sanitation practices as shared by DOH or the World Health Organization (WHO);

8. Vehicles entering the grounds must be disinfected before entry; and
9. The designated Dispatch Officer shall ensure the efficiency of the route schedule of the motor vehicle.

**C. CAPACITY OF MOTOR VEHICLES**

MODE	MAX. ALLOWABLE CAPACITY	ADDITIONAL RESTRICTION
Utility Buses	50% of the vehicle's capacity (excluding driver and alternate)	Passengers seated one seat apart; No standing passengers.
Passenger Van	50% of the vehicle's capacity (excluding driver and alternate)	Only 1 passenger allowed on the driver's row
Shuttle Service	50% of the vehicle's capacity (excluding driver and alternate)	Only 1 passenger allowed on the driver's row (if no alternate driver)

1. **Utility Bus Passenger Limits:** Passenger load shall not exceed 50% or half of the vehicle's capacity (excluding driver and alternate driver/conductor); passengers should be seated one seat apart; no standing passengers shall be allowed.
2. **Passenger Van Limits.** Passenger load shall not exceed two (2) passengers per row, except for the driver's row for which there should only be one (1) passenger allowed to occupy the passenger seat. Portions with side-facing seats shall have passenger load not exceeding 50% or half of the capacity of side-facing seats where passengers should be seated one seat apart in accordance with physical distancing guidelines of the DOH.
3. **Shuttle Service Passenger Limits:** Passenger load shall not exceed 50% or half of the vehicle's capacity (excluding driver and his alternate); passengers should be seated one seat apart; the passenger seat beside the driver may be occupied by one (1) passenger when there is no alternate driver present during the trip.

**D. HEALTH DECLARATION FORM**

1. Drivers and passengers must accomplish the Health Declaration Form (Annex A) as he or she enters the work area.
2. The SHO will compile the Health Declaration Forms.
3. If the form is unavailable, drivers and passengers may access and accomplish the Online Health Declaration Form using the link below:

<https://bit.ly/BAFEHealthForm>

**E. DISINFECTION OF VEHICLE**

1. It is necessary to clean the vehicle before disinfecting
  - a. Microfiber cloths and mops are recommended for removal of up to 99% of microbes.
2. Put on the PPE (consistent with health facility sanitary workers)





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3. Prepare bleach/disinfectant solution, according to the manufacturer's instructions
  - a. For a 70% chlorine solution (calcium hypochlorite), mix ten (10) tablespoons of twenty (20) liters of water. Stir well for 10 seconds or until the chlorine has dissolved. Wait 30 minutes before use.
4. Keep the windows and doors open for ventilation.
5. If disinfectants cannot be applied directly, it may be sprayed, with caution, on surfaces like walls, doors, windows, glass, floor, etc. (avoid electronics) from one end to another.
6. Remove the PPE and put it into a trash bag (infectious waste bin).
7. Wash hands with soap and water and take a shower, change clothes immediately.

## **VI. MISCELLANEOUS PROVISIONS**

### **A. INTERZONAL MOVEMENT**

1. Travel from areas with different state of public health emergencies or from a community without quarantine control or vice versa, are treated as interzonal movements which are not allowed unless the person travelling is authorized by the Director;
2. Transit across localities in areas with the same quarantine control or in the same community without quarantine controls are not interzonal movements and are allowed.

### **B. MONITORING AND REPORTING**

1. In cases when the passenger or driver was sent home because he/she exhibits any symptoms or combination thereof, the SHO shall conduct regular updating on the condition of the said personnel, which shall be reported to the DA-Service Continuity Performance Management Team (DA-SPCMT).

### **C. REPEAL CLAUSE/EFFECTIVITY**

This Memorandum Order shall remain in effect until the state of public health emergency is lifted, subject to changes as may be instructed or issued by the Office of the President and the DA Secretary. This Memorandum Order shall take effect immediately upon approval of the Director.

Done this 22<sup>th</sup> day of August in the year of our Lord, Two Thousand and Twenty-One in Quezon City.





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Recommending Approval:

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Assistant Director  
Head, Occupational Safety and Health Committee

Approved by:

**ENGR. ARIODEAR C. RICO**  
Director IV  
Head of the Agency

