



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: October 8, 2021

RFQ No.: 0134-21

Name of Supplier / Company: _____

Address: _____

TIN: _____

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 BAFE OD Non-PS Office Supplies for 2021** 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** not later than **October 15, 2021 at 12:00 noon**.

A copy of your 2021 Mayor's/Business Permit and PhilGEPS Registration Number/Certificate Number is 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.

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 are also accepted subject to submission of 2021 Business/Mayor's permit after award 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.


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	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE
OFFICE SUPPLIES						
Message Flags Value pack, "Sign Here", 1" wide 50 flags/dispenser	140	Pack	200.00	28,000.00		
Ballpen, piece (Black)	145	Piece	6.00	870.00		
Ballpen, piece (Blue)	145	Piece	6.00	870.00		
Bond Paper, A4, 80 gsm/ream	100	Ream	209.00	20,900.00		
Bond Paper, Legal, 80 gsm/ream	100	Ream	230.00	23,000.00		
A3 Binding Cover Paper	2	Box	1,000.00	2,000.00		
Arch File Size: Long Orientation: Horizontal	60	Piece	240.00	14,400.00		
Cutting Mat Green (A3)	1	Piece	370.00	370.00		
Desk Tray	6	Piece	998.00	5,988.00		
TOTAL ABC			-	96,398.00	-	

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

*Please see attached Technical Specifications





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FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Ninety-Six Thousand Three Hundred Ninety-Eight Pesos Only (PhP 96,398.00)	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

AJA





TERMS AND CONDITIONS:

1.	Bidders shall provide correct and complete information required in this form.
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.
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.
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.
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.
7.	Delivery and/or Installation Period: <u>within thirty calendar (30) days upon receipt of Purchase 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.
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.



TECHNICAL SPECS FOR OFFICE SUPPLIES

Lot #	Office Supplies	Qty	Unit Cost	Total Cost
1	Message Flags Value pack, "Sign Here" 50 flags/dispenser Color: yellow 1 in x 1.75 in Tab size: 25mm	140	200.00	30,000.00
2	Ballpen, piece Color: Black 0.7 mm tip size	145	6.00	870.00
3	Ballpen, piece Color: Blue 0.7 mm tip size	145	6.00	870.00
4	Bond Paper, per ream A4 size 80 gsm/ 24 sub	100	209.00	20,900.00
5	Bond Paper, per ream Legal 80 gsm/ 24 sub	100	230.00	23,000.00
6.	A3 BINDING COVER PAPER • At least 100 pcs per box • With presentable designs • At least thick card finished to protect from wear and tear. • Any color	2	1,000.00	2,000.00
7.	Arch File Size : Long Orientation : Horizontal	60	240.00	14,400.00
8.	Cutting Mat Green (A3) Color: Green Size: A3	1	370.00	370.00
9.	Metal Desk Tray (3 layers) Color: Black Size: H=11.5in x W=9.5in x L=14.5in	6	998.00	5,988.00
TOTAL:				96,398.00

Prepared by:


FRANCISCO RICO III
 Alternate Procurement Coordinator

