



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
SRA Center, Annex II Building Extension, North Avenue, Quezon City
Tel No. (02) 8351-8120, 8294-9741
Email add: bafe@da.gov.ph

REQUEST FOR QUOTATION

Date: November 8, 2021

RFQ No.: 0149-21

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 for **Supply and Delivery of BAFE Annual Supplies** 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 **November 15, 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, Sugar Center, Annex II Building Extension, 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
Spaghetti Noodles atleast 900g	100	pcs	90.00	9,000.00		
Spaghetti Sweet Blends Sauce 1kg	100	pcs	90.00	9,000.00		
Corn Beef at least 326g	400	pcs	210.00	84,000.00		
Luncheon Meat 25% less Sodium at least 340g/12oz	400	pcs	185.00	74,000.00		
Elbow Macaroni at least 400g	100	pcs	60.00	6,000.00		
Fruit Cocktail in light Syrup at least 836g	200	pcs	90.00	18,000.00		
Pineapple Tidbits at least 822g	100	pcs	95.00	9,500.00		
Mayonnaise at least 470ml (Sachet)	200	pcs	195.00	39,000.00		
Filled Cheese at least 440g	200	pcs	130.00	26,000.00		
Cream Cheese Spread at least 220g (bottle)	100	pcs	145.00	14,500.00		
Condensed Milk at least 300ml	200	pcs	65.00	13,000.00		
All Purpose Cream at least 250ml	300	pcs	60.00	18,000.00		
Ham 1kg	100	pcs	520.00	52,000.00		
Powdered Chocolate Drink at least 600g	200	pcs	190.00	38,000.00		
Coffee-Premium Instant Coffee in Glass Jar at least 200g	100	pcs	450.00	45,000.00		





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Coffee Creamer at least 450g	200	pcs	100.00	20,000.00		
Plastic Box 30Liter with wheels	100	pcs	300.00	30,000.00		
Vienna Sausage at least 130g	500	pcs	50.00	25,000.00		
Hotdog 1kg	100	pcs	200.00	20,000.00		
TOTAL ABC			---	550,000.00	---	

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

*Please see attached Term of Reference (TOR).

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Five Hundred Fifty Thousand Pesos Only (PhP 550,000.00)	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>December 17, 2021.</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]





TERMS OF REFERENCE

Title: SUPPLY AND DELIVERY OF BAFE ANNUAL SUPPLY 2021 (FOOD BASKET)
TOTAL ABC: Php. 550,000.00

Place of Delivery: Bureau of Agricultural and Fisheries Engineering (BAFE), Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City

1. Items should be packed in the plastic container upon delivery with list of contents
2. Items must be delivered in good condition
3. Items should have at least one (1) year expiration from the date of delivery except for the following items:

ITEM	QUANTITY	UNIT COST	TOTAL COST
1. Spaghetti Noodles at least 900g	100	90.00	9,000.00
2. spaghetti Sweet Blend sauce 1kg	100	90.00	9,000.00
3. Corned Beef at least 326g	400	210.00	84,000.00
4. Luncheon meat 25 % less Sodium at least 340g/12oz	400	185.00	74,000.00
5. Elbow macaroni at least 400g	100	60.00	6,000.00
6. Fruit Cocktail at least 836g	200	90.00	18,000.00
7. Pineapple Tidbits at least 822g	100	95.00	9,500.00
8. Mayonnaise at least 470ml (Sachet)	200	195.00	39,000.00
9. Filled Cheese at least 440g	200	130.00	26,000.00
10. Cream Cheese Spread at least 220g (bottle)	100	145.00	14,500.00
11. Condensed Milk at least 300ml	200	65.00	13,000.00
12. All Purpose Cream at least 250ml	300	60.00	18,000.00
13. Ham 1kg	100	520.00	52,000.00
14. Powdered Chocolate Drink at least 600g	200	190.00	38,000.00
15. Coffee -Premium Instant Coffee in Glass Jar at least 200g	100	450.00	45,000.00
16. Coffee Creamer at least 450g	200	100.00	20,000.00
17. Plastic Box 30liter with wheels	100	300.00	30,000.00
18. Vienna Sausage at least 130g	500	50.00	25,000.00
19. Hotdog 1kg	100	200.00	20,000.00
			550,000.00


Note:
Hotdog and Ham To be packed together in an insulated bag





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4. Partial Bids are not allowed
5. Bidders should indicate the brand offered for each item
6. Date of delivery: DECEMBER 17, 2021
7. Penalties will be imposed for non-compliance with any of the above conditions
8. Terms of payment: Thirty (30) working days upon complete delivery and compliance to the required documents


MARSHALL LOUIE ASIS
Procurement Coordinator