



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

REQUEST FOR QUOTATION

Date: December 13, 2021

RFQ No.: 0174-21

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 Various Personalized Office Supplies for the Bureau of Agricultural and Fisheries Engineering** 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 **December 20, 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 **BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. Moreover, an electronic copy of Quotation and Certified True Copy of requirements can be submitted but the original copy of the quotations and other documentary requirements must be submitted personally or via courier prior to award of contract.

For any clarification, you may contact us at telephone no. **(02) 8294-9741** or 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
Customized Notebook	1,600	pc	180.00	288,000.00		
Customized Ballpen	1,600	pc	50.00	80,000.00		
Note Pad	1,200	pc	70.00	84,000.00		
Envelope	1,200	pc	10.00	12,000.00		
Folder	1,174	pc	15.00	17,610.00		
TOTAL ABC			---	481,610.00	---	

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

*Please see attached Terms of Reference and Technical Specifications.

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Four Hundred Eighty-One Thousand Six Hundred Ten Pesos Only (PhP 481,610.00)	In words: _____ _____
	In figures: _____ _____





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

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

RCM





TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and complete information required in this form. ^[1] _[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. ^[1] _[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. ^[1] _[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. ^[1] _[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. ^[1] _[SEP]
7.	Delivery and/or Installation Period: <u>within Thirty (30) calendar days upon conforme 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. ^[1] _[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. ^[1] _[SEP]





TERMS OF REFERENCE

I. TITLE

PROCUREMENT OF VARIOUS PERSONALIZED OFFICE SUPPLIES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING

II. IMPLEMENTING UNIT

Engineering Plans, Designs and Specifications Division (EPDSD)
Programs and Projects Management Division (PPMD)
Standards Regulation and Enforcement Division (SRED)

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Four Hundred Eighty-One Thousand Six Hundred and Ten Pesos (Php 481,610.00) inclusive of all taxes.

IV. DISTRIBUTION LIST

ITEM	EPDSD	PPMD	SRED	TOTAL
Notebook	500	600	500	1600
Ballpen	500	600	500	1600
Notepad	400	400	400	1200
Envelope	400	400	400	1200
Folder	400	374	400	1174

V. DELIVERY SCHEDULE

1. Delivery Period: The requirements must be delivered within **thirty (30) calendar days** upon the receipt of the Purchase Order (PO).
2. The office supplies shall be delivered at the Bureau of Agricultural and Fisheries Engineering, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
3. Delivery should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for valid reason why the same cannot be complied with.



VI. TECHNICAL SPECIFICATIONS

ITEM	SPECIFICATIONS	QUANTITY	UNIT COST	TOTAL COST
Notebook	Size: A5 Binding: Thread and glue Cover: 4/0 full color cover with personalized design Cover Material: Leatherette Cover Type: Hard cover Features: With garterized cord, ribbon as book mark Number of sheet: At least 90 sheets (with BAFE notes) Paper weight: At least 100 gsm Paper stock: Econo text (Soft cream) Sheet Style: With lines and BAFE design Front Page Design: BAFE Logo Design: to be provided	1600	180.00	288,000.00
Ballpen	Body Material: Paper matte casing with branding design of BAFE imprinted. Ink color: Black Plastic Material Color: BAFE Color Palette Point size: 0.5mm	1600	50.00	80,000.00



Notepad	Size: 4" x 6" Stock: Cover: C2S 120 lbs Paper Type Inside Pages: Bond paper 80 gsm Color: Cover: Full color; Inside pages: blank No. of Pages: 60 pages (30 sheets excluding cover) Binding: Padding Process: Offset Front Page Design: BAFE Logo Design to be provided	1200	70.00	84,000.00
Envelope	ENVELOPE, DOCUMENTARY, Kraft Legal size document Basis Weight: 150gsm (-5%) Thickness (min): 0.22 mm Front Page Design: BAFE Logo Design to be provided	1200	10.00	12,000.00
Folder	FOLDER with Tab, Legal Material: tagboard/carrier/ foldcote/ cupstock board Leaf Dimension: 240mm x 365mm (1 mm allowance) Tab: 13 mm (2 mm allowance) Front Page Design: BAFE Logo Design: to be provided	1174	15.00	17,610.00



VII. OTHER REQUIREMENTS

1. All electronic copies and the design and layout of the office supplies will be provided by BAFE to the supplier
2. All technical content, images and layouts used in the office supplies must not be reproduced or altered without written consent and approval by BAFE and shall remain the intellectual property of BAFE.
3. Sample blueprints must be submitted to BAFE prior to mass production. BAFE will conduct review and proofreading of submitted sample blueprints. All approved sample blueprints will be forwarded to the supplier one day after the approval of the BAFE's Director;
4. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the Drop-off point; and

VIII. INSPECTION, TESTING AND ACCEPTANCE

1. Units that are defective and/or not compliant to the specifications shall be completely/satisfactorily replaced by the winning bidder/supplier within 72 hours after receipt of a verbal and/or written notice from the DA-BAFE.
2. The DA-BAFE shall have the right to reject and return the units and cancel the corresponding Contract if units delivered are defective, incomplete or non-compliant to the specifications herein specified.

XI. PAYMENT TERMS

1. One-time payment after full delivery of final output and acceptance by BAFE.
2. Inclusive of government tax.



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

Prepared by:



ENGR. JEFFERSON C. BORE
Procurement Coordinator, SRED



ENGR. GLENN M. OCA
Procurement Coordinator, PPMD



ENGR. MARIA EVIC C. PANGANIBAN
Procurement Coordinator, EPDSD

Approved by:

ENGR. JUANA T. TAPEL
Assistant Director, BAFE



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

ANNEX A



**DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING**