



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

## REQUEST FOR QUOTATION

Date: December 14, 2021

RFQ No.: 0175-21

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 **Printing and Production of DA-BAFE 2021 Annual Report** 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 21, 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](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	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE
Printing and Production of DA-BAFE 2021 Annual Report	1,000.00	pieces	400.00	400,000.00		
<b>TOTAL ABC</b>			---	<b>400,000.00</b>	---	

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

\*Please see attached Term of Reference.

<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Four Hundred Thousand Pesos Only (PhP 400,000.00)</b>	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](mailto: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

AJA





<b>TERMS AND CONDITIONS:</b>	
1.	Bidders shall provide correct and complete information required in this form.
2.	Price quotation/s must be valid for a period of <b><u>One Hundred Twenty (120) calendar days</u></b> 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: <b><u>within sixty (60) calendar days upon conforme of Work Order (WO).</u></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.
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.





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

## TERMS OF REFERENCE

### I. TITLE:

PRINTING AND PRODUCTION OF DA-BAFE 2021 ANNUAL REPORT

### II. IMPLEMENTING UNIT:

Bureau of Agricultural and Fisheries Engineering – Office of the Director

### III. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Four Hundred Thousand Pesos (Php 400,000.00) inclusive of all taxes.

### IV. 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 pre-production activities, printing and production of the DA-BAFE Annual Report for 2021.

### V. SCOPE OF WORKS AND SERVICES

1. Submission of initial blueprints
2. Color Separation
3. Proofing
4. Production run
5. Binding (see specifications per item)

### VI. EXPERIENCE/QUALIFICATIONS/REQUIREMENTS

1. The winning bidder must have at least three (2) years of experience in the field of publishing
2. The winning bidder must submit at least one (1) sample finished product of previous engagement with a certificate of job satisfaction, excluding DA, from previous government clients for the last two years (2019-2020).







## VII. QUANTITY, TOTAL COST AND SPECIFICATIONS

Item Description	Quantity	Unit Cost	Total Cost	Specifications
DA-BAFE 2021 Annual Report	1000	400	400,000.00	<p><b>Size:</b> 17 inches (W) x 11 inches (H) - spread 8.5 inches (W) x 11 inches (H) - folded</p> <p><b>Color:</b> Cover - Full Color, Hard and Glossy, with UV lamination Inside Pages - Full Color, Glossy</p> <p><b>Process:</b> Offset Printing</p> <p><b>Paper Stock/Material:</b> Cover - Hardbound Inside Pages - C2S 120 gsm</p> <p><b>No. of Pages:</b> 120 inner pages 2 cover pages</p> <p><b>Binding:</b> Case Binding</p>

## VIII. DELIVERY DATE

Within sixty (60) calendar days upon conforme of Work Order (WO).

## IX. OTHER TERMS AND CONDITIONS:

1. All electronic copies of the design and layout of DA-BAFE Annual Report for 2021 will be provided by DA-BAFE to the supplier.
2. All technical content, images and layouts used in the Annual Report must not be reproduced or altered without written consent and approval by DA-BAFE and shall remain the intellectual property of DA-BAFE.
3. Sample blueprints must be submitted to DA-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 DA-BAFE's Director;
4. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the Drop-off point; and
5. Drop-off point is at the Bureau of Agricultural and Fisheries Engineering office building, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.





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

#### **X. PAYMENT TERMS**

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

Prepared by:

**MR. MARSHALL LOUIE M. ASIS**  
Permanent Procurement Coordinator, OD

Noted by:

**ENGR. ARIODEAR C. RICO**  
Director IV