



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: **February 10, 2022**

RFQ No.: **010-22**

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 Various Office Supplies for BAFE** 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 **February 17, 2022 at 12:00 noon**.

A copy of your 2022 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 2022 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 application for renewal are also accepted subject to submission of 2022 Mayor's/ Business permit 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 may 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**.


LOURDES C. BONIFACIO
BAC Secretariat Head

RCM



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	QTY (A)	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (B)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxB)
LOT 1 (PR No. 22-009 – Various Office Supplies for EPDSD)						
Certificate holder, A4	200	pc	50.00	10,000.00		
Plotter paper roll, 36" x 50 yards, 2" core, 80gsm, white	5	roll	1,400.00	7,000.00		
Sign pen, blue, liquid/gel, 0.5mm needle tip	100	pc	40.00	4,000.00		
Sign pen, black, liquid/gel, 0.5mm needle tip	100	pc	40.00	4,000.00		
Tape flags (with at least 5 assorted colors "20 sheets per color")	100	pack	50.00	5,000.00		
Sub-Total (LOT 1)				30,000.00	---	
LOT 2 (PR No. 22-015 – Various Office Supplies for SRED)						
Sign pen, black, 0.7mm tip size	23	pc	80.00	1,840.00		
Sign pen, blue, 0.7mm tip size	22	pc	80.00	1,760.00		
Sign pen, red, 0.7mm tip size	8	pc	80.00	640.00		
Ballpen, 12pcs per box (green)	2	box	80.00	160.00		
Engineer's field book	40	pc	70.00	2,800.00		
Specialty paper	47	pack	50.00	2,350.00		
Certificate holder, A4	80	pc	50.00	4,000.00		
Paper, multicopy, A4, 80gsm	32	ream	250.00	8,000.00		
Paper, multicopy, legal, 80gsm	10	ream	300.00	3,000.00		
Sub-Total (LOT 2)				24,550.00	---	



ITEM DESCRIPTION/ SPECIFICATION	QTY (A)	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (B)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxB)
LOT 3 (PR No. 22-022 - Various Office Supplies for PPMD)						
Blade, for general purpose cutter/utility knife	10	tube	65.00	650.00		
Clearbook, 20 transparent pockets, legal	80	pc	65.00	5,200.00		
Clip, backfold, all metal, clamping, 50mm (-1mm), 12	60	box	60.00	3,600.00		
Block roller stamp, "confidential"	18	pc	150.00	2,700.00		
Cutter/Utility Knife for general purpose	11	pc	100.00	1,100.00		
Dating and stamping machine	12	pc	700.00	8,400.00		
Magazine file box	20	pc	160.00	3,200.00		
Paper, Multicopy, legal, 80gsm	30	ream	300.00	9,000.00		
Photo paper, A4, 20 sheets/pack	10	pack	180.00	1,800.00		
Staple wire, standard (26/6)	60	box	30.00	1,800.00		
Stapler, heavy duty, binder type	2	pc	1,000.00	2,000.00		
Stapler, standard type	16	pc	150.00	2,400.00		
Tape, packaging, 48mm	19	roll	50.00	950.00		
Tape flag, "sign here", 50pcs/pack	45	pack	160.00	7,200.00		
Sub-Total (LOT 3)				50,000.00	---	
LOT 4 (PR No. 22-035 - Various Office Supplies for AFD)						
Arch file, horizontal	100	pc	210.00	21,000.00		
Push pins	10	box	80.00	800.00		
Packaging tape	15	pc	60.00	900.00		
Double-sided tape	10	pc	70.00	700.00		
Sign pen, blue, 0.7mm	10	box	750.00	7,500.00		
Sign pen, black, 0.3mm	10	box	400.00	4,000.00		
Strathmore paper	2	box	1,000.00	2,000.00		
Heavy duty staple wire remover	5	pc	480.00	2,400.00		
Desk Tray	24	pc	525.00	12,600.00		
Sub-Total (LOT 4)				51,900.00	---	
OVERALL TOTAL				156,450.00	---	

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

*Please see attached Technical Specifications



FINANCIAL OFFER		
Lot No.	Approved Budget for the Contract	Total Offered Quotation
1	Thirty Thousand Pesos Only (Php 30,000.00)	In words: _____ _____ _____ In figures: _____
2	Twenty-Four Thousand Five Hundred Fifty Pesos Only (Php 24,550.00)	In words: _____ _____ _____ In figures: _____
3	Fifty Thousand Pesos Only (Php 50,000.00)	In words: _____ _____ _____ In figures: _____
4	Fifty-One Thousand Nine Hundred Pesos Only (Php 51,900.00)	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.
2.	Price quotation/s must be valid for a period of One Hundred Twenty (120) calendar days 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 SPECIFICATIONS
 LOT NO. 2**

Standards Regulation and Enforcement Division

**TECHNICAL SPECIFICATIONS
 OFFICE SUPPLIES**

ITEM DESCRIPTION	QUANTITY	UNIT	SPECIFICATIONS
SIGN PEN, black	23	piece	*0.7 mm tip size *Color: Black
SIGN PEN, blue	22	piece	*0.7 mm tip size *Color: Blue
SIGN PEN, red	8	piece	*0.7 mm tip size *Color: Red
Ballpen, 12 pcs per box (Green)	2	box	*At least 12 pcs of green ballpen per box *0.7 mm tip size *Ballpen Dimensions: approximately 1 x 1 x 16 cm
Engineer's Field Book	40	piece	*Hardbound *Dimensions (LWH): At least 18.40 X 14.40 X 1.03 CM
Specialty Paper	47	pack	* At least 10 pcs of specialty paper per pack *Dimensions: approximately 8.27" x 11.69" (A4) *Color: White or Cream *Substance: At least 220 gsm *Suitable for laser and inkjet printers, copiers, fax machines
Certificate Holder	80	piece	*Fits A4 documents *Transparency: Super Clear *With 2 hangers *Compatible for portrait or landscape orientation



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

Paper, Multicopy, A4, 80 gsm	32	ream	*80 gsm *Size: At least A4 Size *At least 500 sheets per ream
Paper, Multicopy, Legal, 80 gsm	10	ream	*80 gsm *Size: Legal (8.5" x 13") *At least 500 sheets per ream

Prepared by:


ENGR. DJAYA C. ASTILLA
Alternate Procurement Coordinator

Reviewed by:


ENGR. JEFFERSON C. BORE
Permanent Procurement Coordinator

Approved by:


ENGR. MARK TWAIN A. LIMBO
Acting Chief, SRED-RES

**TECHNICAL SPECIFICATIONS
LOT NO. 3**

Item	Sample Photo	Specifications
BLADE, for general purpose cutter / utility knife		<ul style="list-style-type: none"> *Length: 100 mm ± 2mm *Width: 18mm ± 2mm *Thickness: 0.4mm (±0.02mm) *With snap off blade sections to provide new sharp cutting points
CLEARBOOK, 20 transparent pockets, legal		<ul style="list-style-type: none"> *For legal size documents *Refillable *Material: plastic *Cover: <ul style="list-style-type: none"> *Opaque plastic *Dimension: 345 mm x 235 mm (min.) *Pocket: <ul style="list-style-type: none"> *Transparent plastic *Number of pockets: twenty (20) *Thickness: 0.04 mm (min.) *Color: Assorted
BLOCK ROLLER STAMP, "confidential"		<ul style="list-style-type: none"> *Self-inking roller *With embossed/engraved word "confidential" *With plastic casing or better material
CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm), 12 pieces/box		<ul style="list-style-type: none"> *50mm *12 pcs /box
CUTTER/UTILITY KNIFE, for general purpose		<ul style="list-style-type: none"> *General purpose snap off blade cutter/utility knife *With anti-slip plastic molded body *Bladed measurements: <ul style="list-style-type: none"> *Length: 100mm (+/- 2mm) *Width: 18 mm (+2mm) *Thickness: 0.40 mm (+/- 0.02 mm) *With built-in blade snapper *With stainless steel blade sliding track *With safety screw locking mechanism
MAGAZINE FILE BOX, made of chipboard, with closed ends		<ul style="list-style-type: none"> *Width: minimum of 75 mm *Height: minimum of 230 mm *Length: minimum of 385 mm *Chipboard: minimum 2.5 mm thick *Leatherette paper and/or polypropylene (PP) material made of linen design for outside cover *Coated paper for inside cover including spine portion *With all steel lever arch file mechanism and tagline lock *Spine is provided with finger ring and clear plastic pocket for label insert
DATING AND STAMPING MACHINE		<ul style="list-style-type: none"> *Frame: steel and plastic or sturdy all plastic frame *Four hand date and 12 year hand *With locking mechanism *With self-inking stamp *With removable and refillable ink pad, single color *Size of imprint: 30 mm x 95 mm (min)
PAPER, MULTICOPI, Legal, 80gms		<ul style="list-style-type: none"> *Size: Legal, 216mm x 330mm *Basic weight: 80gms *500 sheets per ream



PHOTO PAPER, A4, glossy	 <p>SAMPLE PHOTO ONLY</p>	<ul style="list-style-type: none"> *A4 *High gloss *Minimum 150 gsm *300 microns (minimum) *18 sheets per pack
STAPLE WIRE, standard	 <p>SAMPLE PHOTO ONLY</p>	<ul style="list-style-type: none"> *Galvanized wire staples *Rust-free *Size: #15 (24/8) *At least 5000 pcs per box
STAPLER, heavy duty, binder type	 <p>SAMPLE PHOTO ONLY</p>	<ul style="list-style-type: none"> *Material: Plastic and rust-free metal *Maximum paper: 210 sheets *Can fit 23/8 to 25-26 mm staple wire *Can fit maximum of 100 staple wires
STAPLER, standard type	 <p>SAMPLE PHOTO ONLY</p>	<ul style="list-style-type: none"> *Loading capacity: 200 staples (min) *One time binding capacity of 2-20 sheets multi-purpose paper (70gsm) *With remover *Staple pusher shall be a metal piece and not a spring *Construction/Structure: *The handle, base and frame shall be connected respectively and be smooth in repetitive actuation *The stapler shall be constructed such that the staple wire will not jam or drop out during stapling
TAPE, packaging, 48mm	 <p>SAMPLE PHOTO ONLY</p>	<ul style="list-style-type: none"> *Color: tan *Width: 48 mm (+/- 1mm) *Usable length: 30 m *Base material: biaxially-oriented polypropylene
TAPE FLAG, "sign here", 30 pcs/pack	 <p>SAMPLE PHOTO ONLY</p>	<ul style="list-style-type: none"> *50pcs per pack *with "sign here" design

Prepared by:


 ENGR. YES-AISHA NISSI D. MANGULAT
 Engineer II, PPMD


 ENGR. GLENN M. OCA
 Engineer II, PPMD



**TECHNICAL SPECIFICATIONS
 LOT NO. 4**

Item	Qty	Unit Cost	Total Cost	Specifications
Arch File (Horizontal, Long, per pc)	100	210.00	21,000.00	<ul style="list-style-type: none"> • Hard Cardboard • 16 x 9.5 x 0033inches • With two ring binder top clip • Can fit long, legal, and A4 paper • Any color • With side label
Push Pins (100pcs/box)	10	80.00	800.00	<ul style="list-style-type: none"> • Assorted color • 3/8"hardened steel point •
Packaging Tape (per pc)	15	60.00	900.00	<ul style="list-style-type: none"> • At least 2" x 100m length • Clear color • Material: Plastic sticker
Double-Sided Tape (per pc)	10	70.00	700.00	<ul style="list-style-type: none"> • At least 2cm x 10m • Ultra-thin high adhesive cotton
Sign-Pen (Blue, 0.7mm, 12 pcs/box)	10	750.00	7,500.00	<ul style="list-style-type: none"> • Tip size: 0.7 mm • Ink Color: Blue • Ink Type: Liquid
Sign Pen (Black, 0.3mm 12pcs/box)	10	400.00	4,000.00	<ul style="list-style-type: none"> • Tip size: 0.3mm • Ink Color: Black • Ink Type: Liquid
Strathmore Paper (A3, 100pcs/ box)	2	1,000.00	2,000.00	<ul style="list-style-type: none"> • At least 100 pcs per box • With presentable designs • At least thick card finished to protect from wear and tear. • Any color
Heavy Duty Staple Wire Remover	5	480.00	2,400.00	<ul style="list-style-type: none"> • For heavy duty • Stainless steel • Plier Type • At least 4.8 x 2.5 x 0.7 inches
Desk Tray	24	525.00	12,600.00	<ul style="list-style-type: none"> • File tray/Basket rack multi-layer file holder • With at least three (3) layers • Dimensions: at least 29 x 25 x 33 cm • Material: Metal • Firm, durable and stable

Prepared by:


JULIE R. MAMBAGU
 Procurement Coordinator, AFD

Noted by:


GLENN M. ERLANO
 OIC – Administrative and Finance Division