



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: March 14, 2022

RFQ No.: 021-22

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 for **Supply and Delivery of Various Other Supplies and Materials for OD, EPDSD, and AFD** 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 **March 21, 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. Furthermore, Omnibus Sworn Statement (GPPB-prescribed form) for Approved Budget of Contract (ABC) above P50,000.00 and the latest Income/Business Tax Return for 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 application for renewal and Unnotarized Omnibus Sworn Statement (GPPB-prescribed form) are also accepted subject to submission of 2022 Mayor's/Business 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 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





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)
Supply and Delivery of Various Other Supplies and Materials for OD, EPDSD, and AFD						
LOT 1 – PR No. 22-016 (White Board for the Office of the Director, Assistant Director, and Special Project Unit)						
White board (wall-mounted) Dimensions: 4ft x 6ft	3	pc	6,000.00	18,000.00		
White board with roller stand Dimensions: 4ft x 6ft	3	pc	9,000.00	27,000.00		
SUB-TOTAL (LOT 1)				45,000.00	---	
LOT 2 – PR No. 22-020 (Other Supplies and Materials for EPDSD)						
Battery, dry cell, size AA, 4pcs/pack	50	pack	90.00	4,500.00		
Dishwashing Liquid, 250mL	55	bottle	90.00	4,950.00		
Facemask, KN95, 50s/pack, FDA-Approved	10	pack	1,000.00	10,000.00		
Kitchen Sponge	24	pc	40.00	960.00		
Toilet Tissue Paper, Interfolded Paper Towel, 2-Ply	100	pc	70.00	7,000.00		
SUB-TOTAL (LOT 2)				27,410.00	---	





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. 22-020 (Other Supplies and Materials – Waterproof Footwear for EPDSD)						
Waterproof Footwear	8	pair	6,000.00	48,000.00		
SUB-TOTAL (LOT 3)				48,000.00	---	
LOT 4 – PR No. 22-020 (Other Supplies and Materials – Electrical Supplies for EPDSD)						
THHN stranded electrical wire, red (150m/box)	1	box	2,700.00	2,700.00		
THHN stranded electrical wire, black (150m/box)	1	box	2,700.00	2,700.00		
Duplex universal outlet with compatible plate	11	pc	250.00	2,750.00		
Electrical tape (large)	5	pc	35.00	175.00		
Bendable (swing type) AC plug	10	pc	40.00	400.00		
PVC electrical molding	3	pc	60.00	180.00		
Surface type PVC Utility box with free screws and wall anchors	5	pc	40.00	200.00		
One (1) gang universal outlet with plate	5	pc	150.00	750.00		
Mica Tube	5	meter	35.00	175.00		
Adhesive Bond	5	pc	180.00	900.00		
Cyanoacrylate Adhesive	50	pc	70.00	3,500.00		
Heavy duty caulking gun	1	pc	150.00	150.00		
SUB-TOTAL (LOT 4)				14,580.00	---	
LOT 5 – PR No. 22-035 (Other Supplies and Materials for AFD)						
Air Freshener (300ml)	10	pc	200.00	2,000.00		
Multi Insect Killer (500ml)	10	pc	400.00	4,000.00		
Extension Cord	25	pc	700.00	17,500.00		
Trash Bin	26	pc	100.00	2,600.00		
SUB-TOTAL (LOT 5)				26,100.00	---	
OVERALL TOTAL				161,090.00	---	

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

*Please see attached Technical Specifications. (Page 6 of 8)





FINANCIAL OFFER		
Lot No.	Approved Budget for the Contract	Total Offered Quotation
1	Forty-Five Thousand Pesos Only (Php 45,000.00)	In words: _____ _____ _____ In figures: _____
2	Twenty-Seven Thousand Four Hundred Ten Pesos Only (Php 27,410.00)	In words: _____ _____ _____ In figures: _____
3	Forty-Eight Thousand Pesos Only (Php 48,000.00)	In words: _____ _____ _____ In figures: _____
4	Fourteen Thousand Five Hundred Eighty Pesos Only (Php 14,580.00)	In words: _____ _____ _____ In figures: _____
5	Twenty-Six Thousand One Hundred Pesos Only (Php 26,100.00)	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. ^[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. ^[SEP]
3.	Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, including delivery charges.
4.	Partial bid/s is/are allowed.
5.	Quotations exceeding the Approved Budget for the Contract shall be rejected. ^[SEP]
6.	No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
7.	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. ^[SEP]
8.	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. ^[SEP]
9.	Delivery and/or Installation Period: <u>within thirty (30) calendar days upon conforme of purchase order.</u>
10.	The DA-BAFE shall have the right to inspect and/or to test the goods to validate its conformity to the technical specifications.
11.	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. ^[SEP]
12.	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.
13.	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. ^[SEP]





TECHNICAL SPECIFICATIONS

LOT 1 - PR No. 22-016 (White Board for the Office of the Director, Assistant Director, and Special Project Unit)

TECHNICAL SPECIFICS WHITEBOARD

OFFICE SUPPLIES	QUANTITIES	PRICE	AMOUNT	DESCRIPTION	REMARKS
Whiteboard with Roller Stand	3	9,000.00		3 pieces White Board in rectangle in shape with Roller Stand. With a size of (4ft by 6ft.)	
Whiteboard Wall Mounted	3	6,000.00		3 pieces Whiteboard Wall Mounted with a size of (4ft by 6ft).	

LOT 2 - PR No. 22-020 (Other Supplies and Materials for EPDSD) and LOT 3 - PR No. 22-020 (Other Supplies and Materials - Waterproof Footwear for EPDSD)

Item Description	Technical Specifications	Quantity	Unit	Unit Cost	Total Cost
LOT 1					
Battery, dry cell, size AA	- atleast 4 pcs/pack	50	pack	90.00	4500.00
Dishwashing Liquid	-atleast 250ml	55	bottle	90.00	4950.00
Facemask, KN95	-atleast 50 pcs/ pack -must be FDA approved	10	pack	1000.00	10,000.00
Kitchen Sponge	-atleast 100mm (l) x 75mm (w) x 30mm (h)	24	pcs	40.00	960.00
Toilet Tissue Paper, Interfolded Paper Towel, 2 Ply	-atleast 150 pulls/sheets	100	pcs	70.00	7,000.00
SUBTOTAL					27,410.00
LOT 2					
Waterproof Footwear	-Must be waterproof membrane -With breathable mesh lining -Must be EVA foam midsole (removable) -Footwear Height: Ankle - Synthetic leather and mesh upper -With Air Cushion in the heel -Must be rubber sole	8	pairs	6,000.00	48,000.00
SUBTOTAL					48,000.00





**LOT 4 - PR No. 22-020 (Other Supplies and Materials
 - Electrical Supplies for EPDSD)**

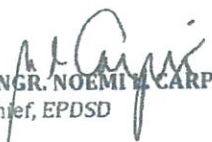
LOT 3					
THHN stranded electrical wire, red (150m/box)	-atleast seven (7) Strands -600 volts capacity -copper -lead free -atleast 2mm diameter	1	box	2,700.00	2,700.00
THHN stranded electrical wire, black (150m/box)	-atleast seven (7) Strands -600 volts capacity -copper -lead free -atleast 2mm diameter	1	box	2,700.00	2,700.00
Duplex universal outlet with compatible plate	-outlet for universal plugs -can be used on regular plugs, flat plugs, and plugs with ground	11	pcs	250.00	2,750.00
Electrical tape (large)	-color black -atleast 0.16mmx19mmx16m variant -PVC electrical tape -waterproof insulation self adhesive -can be use for atleast 600 volts and 80 deg celcius	5	pcs	35.00	175.00
Bendable (swing type) AC plug	-atleast 10A, 250volts capacity -flat plug -bend angle: 90 degrees-	10	pcs	40.00	400.00
PVC electrical molding	-Color white -atleast 16mmx16mmx8m	3	pcs	60.00	180.00
Surface type PVC Utility box with free screws and wall anchors	-can be used for plug of overhead equipment such as emergency lights and exit light -Fire retardant	5	pcs	40.00	200.00
One (1) gang universal outlet with plate	-atleast 10 A, 250v capacity	5	pcs	150.00	750.00
Mica Tube	-can be used for wires to avoid damage from scratch and friction -atleast 1/2 inches	5	meters	35.00	175.00

Adhesive Bond	-atleast 300ml/320g -high strength construction adhesive -water resistant -can be applied to bond molding and wall	5	pcs	180.00	900.00
Cyanoacrylate Adhesive	-atleast 3g -instant glue that bonds in seconds -used for bonding porous and non-porous materials that require a fast and strong fix -color: clear -holds up to 2 tons	50	pcs	70.00	3,500.00
Heavy duty caulking gun	-can be used to apply the fast bond	1	pcs	150.00	150.00
SUBTOTAL					14,580.00
TOTAL COST					89,990.00

Prepared by:


ENGR. MARIA EVIC C. PANGANIBAN
 Engineer III, EPDSD

Noted by:


ENGR. NOEMIO CARPIO
 Chief, EPDSD





LOT 5 - PR No. 22-035 (Other Supplies and Materials for AFD)

Air Freshener (300ml)	10	200.00	2,000.00	<ul style="list-style-type: none"> • At least 300 ml • Formulation: Spray • At least 0.3 kg • Shelf life: at least 2 yrs.
Multi Insect Killer (500ml)	10	400.00	4,000.00	<ul style="list-style-type: none"> • At least 500 ml • Odorless
Extension Cord	25	700.00	17,500.00	<ul style="list-style-type: none"> • At least 4 gangs with individual switches • At least 3 meters cord length • At least 2500W power rating • With real grounding system connection for safety • With built-in safety circuit breaker • With Philippine Standard Quality and/or Safety mark.
Trash Bin	26	100.00	2,600.00	<ul style="list-style-type: none"> • Dimension: 29 x 22 x 26cm • Materials: Plastic • At least 7 liters • Any color
TOTAL			78,000.00	

Prepared by:


JULIE R. MABBAGU
 Procurement Coordinator, AFD

Noted by:


GLENN M. ERLANO
 OIC - Administrative and Finance Division