



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: April 13, 2022

RFQ No.: 034-22

**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 Office Supplies for AFD for the 2nd Quarter CY 2022** 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 **April 20, 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](mailto: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)
<b>LOT 1</b>						
Logbook	10	pc	90.00	900.00		
Arch File	200	pc	180.00	36,000.00		
Paper Cutter	2	pc	1,500.00	3,000.00		
Heavy Duty Staple Wire Remover	10	pc	450.00	4,500.00		
Sign Pen (Blue)	10	box	500.00	5,000.00		
Sticky Note 3x4"	30	pad	65.00	1,950.00		
Sticky Note 3x3"	30	pad	60.00	1,800.00		
Sticky Note 3x2"	30	pad	55.00	1,650.00		
Sticky Note with Lines 4x6"	30	pad	150.00	4,500.00		
Steel Ruler	1	pc	150.00	150.00		
Cutter Blade	20	tube	100.00	2,000.00		
Fastener	10	box	100.00	1,000.00		
Electronic Calculator	10	pc	500.00	5,000.00		
Brown Folder, Short	5	box	700.00	3,500.00		
Brown Folder, Long	5	box	800.00	4,000.00		
Confidential Stamp Roller	10	pc	100.00	1,000.00		
Cutting Mat	1	pc	280.00	280.00		
<b>SUB-TOTAL (LOT 1)</b>				<b>76,230.00</b>	---	





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)
<b>LOT 2</b>						
Rags	10	pc	100.00	1,000.00		
Rechargeable Battery AA	10	pc	400.00	4,000.00		
Battery Charger AA	2	pc	1,500.00	3,000.00		
Tissue Interfolded (3-ply)	500	pc	15.00	7,500.00		
Tissue Roll Dispenser Big	2	pc	1,500.00	3,000.00		
Dishwashing Paste	10	pc	50.00	500.00		
Dishwashing Sponge	10	pc	50.00	500.00		
<b>SUB-TOTAL (LOT 2)</b>				<b>19,500.00</b>	---	
<b>GRAND TOTAL</b>				<b>95,730.00</b>	---	

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

\*Technical Specifications attached (Page 6)

<b>FINANCIAL OFFER</b>		
Lot	Approved Budget for the Contract	Total Offered Quotation
<b>1</b>	<b>Seventy-Six Thousand Two Hundred Thirty Pesos Only (PhP 76,230.00)</b>	In words: _____ _____ _____ In figures: _____ _____
<b>2</b>	<b>Sixteen Thousand Five Hundred Pesos Only (PhP 16,500.00)</b>	In words: _____ _____ _____ In figures: _____ _____





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**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





<b>TERMS AND CONDITIONS:</b>	
1.	Bidders shall provide correct and complete information required in this form. [SEP]
2.	Price quotation/s must be valid for a period of <b>One Hundred Twenty (120) calendar days</b> 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 for requirements to be procured by lot.
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: <b><u>within 30 days upon receipt of Purchase Order.</u></b>
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**

**OFFICE SUPPLIES & OTHER MATERIALS**

LOT	ITEM	UNIT	QTY	UNIT COST	TOTAL COST	SPECIFICATIONS
1	Logbook	piece	10	90.00	900.00	Pages: At least 500 pages Size: 7"x11.25" Fully lined Color: Any Color
	Arch File	piece	200	180.00	36,000.00	Hard Cardboard 16x9.5x33" With two ring binder top clip Can fit long, legal, and A4 paper Blue & Black With side label
	Paper Cutter	piece	2	1500.00	3,000.00	Wood base Size: 10 x 12 inches At least 10 sheets capacity Plastic handle, nonslip buttons, size table & safety locking device Suitable for papers, photos, documents, cards, and others materials.
	Heavy Duty Stample Wire Remover	piece	10	450.00	4,500.00	Heavy duty Stainless Steel Plier type At least 4.8x2.5x0.7"
	Sign Pen (Blue) 0.5mm	box	10	500.00	5,000.00	At least 12 pieces per box Color: Blue Size: 0.5mm Liquid gel
	Sticky Note 3"x4"	pad	30	65.00	1,950.00	Color: Any color Size: 3"x4" Self Adhesive Removable Atleast 100 pieces per pad
	Sticky Note 3"x3"	pad	30	60.00	1,800.00	Color: Any color Size: 3"x3" Self Adhesive Removable Atleast 100 pieces per pad
	Sticky Note 3"x2"	pad	30	55.00	1,650.00	Color: Any color Size: 3"x2" Self Adhesive Removable Atleast 100 pieces per pad
	Sticky Note with Lines 4"x6"	pad	30	150.00	4,500.00	Color: Yellow with Line Size: 4"x6" Self Adhesive Removable Atleast 100 pieces per pad





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LOT	ITEM	UNIT	QTY	UNIT COST	TOTAL COST	SPECIFICATIONS
	Steel Ruler	piece	1	150.00	150.00	Stainless steel Size: 24" Color: Silver Built-in hang hole for easy storage Numerals and graduations are sharply delineated Warp-free, bend-resistant stainless
	Cutter Blade 5mm	tube	20	100.00	2,000.00	Color: Silver Material Type: Steel Qty per tube: 10 pieces Size: 5mm
	Fastener	box	10	100.00	1,000.00	Color: Silver Material: Metal Size: 7cm At least 50 pcs per box
	Electronic Calculator	piece	10	500.00	5,000.00	12 Digits Regular Percentage computations Extra Large Display Plastic key design At least 175x129x33mm (DxWxH) At least 165grams
	Brown Folder Short	box	5	700.00	3,500.00	Color: Brown Size: 8.5" x 11" At least 100 pcs per box
	Brown Folder Long	box	5	800.00	4,000.00	Color: Brown Size: 9.5" x 14.5" At least 100 pcs per box
	Confidential Stamp Rolier	piece	10	100.00	1,000.00	At least 20mm coverage Size: 39x24x63mm Color: Any color
	Cutting Mat	piece	1	280.00	280.00	Size: 12" x 18" Color: Green Mat Self Healing Non-slip & durable
				Subtotal	<b>76,230.00</b>	





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**LOT 2**

LOT	ITEM	UNIT	QTY	UNIT COST	TOTAL COST	SPECIFICATIONS
2	Rags	piece	10	100.00	1,000.00	Color: Black Size: 18"x30" Shape: Rectangle Material: Cotton
	Rechargeable Battery AA	box	10	400.00	4,000.00	Battery Type: Nickel Metal Hydride Size: Double A Voltage: 1.2V Battery Capacity: 1500mAh 4 pieces per box Long lasting Up to 5 years battery life
	Battery Charger (AA)	piece	2	1500.00	3,000.00	Automatic safety shut off when charge is complete Can charges 4 AA batteries in 5 to 11 hours Comes with 4 AA batteries with 1500mAh Size: 10x21x8cm Weight: at least 250g Warranty: 1 year
	Tissue Interfolded (3Ply)	piece	500	15.00	7,500.00	2 ply Interfolded Paper Towel At least 100 sheets per pack 180x200mm
	Tissue Roll Dispenser Big	piece	2	1500.00	3,000.00	Holds tissue roll up to 9 inches in diameter Easy to install Includes lock & screws Weight: at least 0.80 kg Dimensions: 5x11x11
	Dishwashing Paste	piece	10	50.00	500.00	At least 400g Anti-bacterial
	Dishwashing Sponge	piece	10	50.00	500.00	Heavy duty scrub sponge Removes stains 100x75x30mm
<b>Subtotal</b>					<b>19,500.00</b>	
<b>GRANDTOTAL</b>					<b>95,730.00</b>	

Prepared by:

*Julie R. Mabbagu*  
**JULIE R. MABBAGU**  
 Procurement Coordinator

Noted by:

*Loures C. Bonifacio*  
**LOURDES C. BONIFACIO**  
 Chief, Administrative and Finance Division

