



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: **April 13, 2022**

RFQ No.: **037-22**

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, Delivery and Installation of Various Office Equipment and Furniture & Fixtures of BAFE-AFD and COA** 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 **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. 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 (B)	APPROVED BUDGET FOR THE CONTRACT (AxB)	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (C)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxC)
LOT 1					xxx	xxx
Refrigerator	1	piece	14,500.00	14,500.00		
Exhaust Fan	2	piece	2,000.00	4,000.00		
SUB-TOTAL (LOT 1)				18,500.00	---	
LOT 2					xxx	xxx
Office Partitions with Built-in Table and Mobile Pedestal	8	set	17,000.00	136,000.00		
Office Table with Mobile Pedestal	2	set	8,000.00	16,000.00		
Mobile Pedestal	3	piece	5,000.00	15,000.00		
Melamine Faced Chipboard (Counter Table of Office Partition)	22	piece	1,500.00	33,000.00		
Partition Panel (150x130x5cm)	3	piece	13,500.00	40,500.00		
Partition Panel (150x130x5cm)	1	piece	13,000.00	13,000.00		
Partition Panel (150x81x5cm)	1	piece	10,500.00	10,500.00		
Partition Panel (150x81x5cm)	1	piece	10,000.00	10,000.00		
Partition Panel (180x105x5cm)	5	piece	13,000.00	65,000.00		
Partition Panel (180x98x5cm)	1	piece	12,500.00	12,500.00		
Partition Panel (180x80x5cm)	1	piece	12,000.00	12,000.00		
Partition Panel Door (180x96x5cm)	1	piece	14,900.00	14,900.00		
SUB-TOTAL (LOT 2)				378,400.00	---	





ITEM DESCRIPTION/ SPECIFICATION	QTY (A)	UNIT	UNIT COST (B)	APPROVED BUDGET FOR THE CONTRACT (AxB)	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (C)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxC)
LOT 3					xxx	xxx
Flush Door with Door Knob	1	set	4,500.00	4,500.00		
Door Knob	15	piece	600.00	9,000.00		
Hanging Cabinet	1	set	14,950.00	14,950.00		
SUB-TOTAL (LOT 3)				28,450.00	---	
LOT 4					xxx	xxx
Sofa	1	piece	20,000.00	20,000.00		
High Back Office Chair (Leather)	1	piece	10,000.00	10,000.00		
High Back Office Chair (Mesh)	1	piece	8,000.00	8,000.00		
Office Visitor Chair	6	piece	3,000.00	18,000.00		
SUB-TOTAL (LOT 4)				56,000.00	---	
LOT 5					xxx	xxx
Window Blinds	209.9	sq.ft.	220.00	46,178.00		
SUB-TOTAL (LOT 5)				46,178.00	---	
GRAND TOTAL				527,528.00	---	

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

*Technical Specifications attached for reference (Page 6)

FINANCIAL OFFER		
Lot No.	Approved Budget for the Contract	Total Offered Quotation
1	Eighteen Thousand Five Hundred Pesos Only (PhP 18,500.00)	In words: _____ _____ In figures: _____
2	Three Hundred Seventy-Eight Thousand Four Hundred Pesos Only (PhP 378,400.00)	In words: _____ _____ In figures: _____
3	Twenty-Eight Thousand Four Hundred Fifty Pesos Only (PhP 28,450.00)	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*

4	Fifty-Six Thousand Pesos Only (PhP 56,000.00)	In words: _____ _____ In figures: _____ _____
5	Forty-Six Thousand One Hundred Seventy-Eight Pesos Only (PhP 46,178.00)	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 One Hundred Twenty (120) calendar days 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: within 30 CD upon receipt of Work Order.
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]





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*

TECHNICAL SPECIFICATIONS

Office Equipment and Furniture & Fixtures

Lot	Equipment	Qty	Unit Cost	Total Cost	Specifications
1	Refrigerator	1	14,500.00	14,500.00	<ul style="list-style-type: none"> • Smart Inverter Compressor • Loading/Volume Capacity: minimum of 6 cu. ft. • Refrigerant: R600 or R134a • With Semi-Auto defrost • With Tempered Glass Shelves • With operations manual • Minimum warranty: <ul style="list-style-type: none"> - 2 years on parts and services - 5 years on compressor
	Exhaust Fan	2	2,000.00	4,000.00	<ul style="list-style-type: none"> • 100% pure copper motor • Anti-vibration mounting • Equipped with thermal fuse • Self-lubricating motor • Reduced noise • Light weight • 30cm x 30cm
2	Office Partitions with Built-in Table and Mobile Pedestal	8	17,000.00	136,000.00	<ul style="list-style-type: none"> • A. Panel <ul style="list-style-type: none"> - Thickness: 3.2cm/32mm, Aluminum coated, panel-base system, frame color-flash silver/anodized, fabric tile - Top: Glass Tiles - Middle: Light Gray - Bottom: Sky Blue • B. Work Surface/Table <ul style="list-style-type: none"> - 1 pc – 120x60cm • C. Cubicle Partition <ul style="list-style-type: none"> - 1 pc – H120xW120x3.2cm - 2 pcs – H120xW60x3.2cm • D. Pedestal Cabinet <ul style="list-style-type: none"> - 1 pc 51.5cmx41.5cmx63.5cm (approx.)





Office Table with Mobile Pedestal	2	8,000.00	16,000.00	<ul style="list-style-type: none"> • Dimension: W120 x W60 x H76cm • Color: Dark Brown (Hb4-1) • Material: <ul style="list-style-type: none"> - Table Top & Drawer Front: 25mm & 16mm MDF laminated with PVC vinyl - Side Table & Support: 16mm thick particle board laminated with PVC vinyl • At least 26kgs • Easy to assemble
Mobile Pedestal	3	5,000.00	15,000.00	<ul style="list-style-type: none"> • With 3 Drawers including 1 Central Lock, 1 Pen Tray and 1 File Divider • 5 Swivel Castors built for ease on mobility • Material: Powder-coated steel • Color: Gray • Dimensions: 40(W) x 56.5(D) x 65.5(H) cm • Weight: At least 14kgs
Melamine Faced Chipboard (Counter Table of Office Partition)	22	1,500.00	33,000.00	<ul style="list-style-type: none"> • 120 cm Length • 30 cm width • 2.54 cm thickness • Grade: Chipboard • Veneer: White Melamine
Partition (150x130x5cm)	3	13,500.00	40,500.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Glass top tiles • Light gray middle fabric tiles • Sky blue bottom fabric tiles • At least 150 cm height • At least 130 cm width • At least 5.0 cm thickness





Partition (150x130x5cm)	1	13,000.00	13,000.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Light gray top fabric tiles • Sky blue bottom fabric tiles • At least 150 cm height • At least 130 cm width • At least 5.0 cm thickness
Partition (150x81x5cm)	1	10,500.00	10,500.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Glass top tiles • Light gray middle fabric tiles • Sky blue bottom fabric tiles • At least 150 cm height • At least 81 cm width • At least 5.0 cm thickness
Partition (150x81x5cm)	1	10,000.00	10,000.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Light gray top fabric tiles • Sky blue bottom fabric tiles • At least 150 cm height • At least 81 cm width • At least 5.0 cm thickness
Partition (180x105x5cm)	5	13,000.00	65,000.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Glass top tiles • Light gray middle fabric tiles • Sky blue bottom fabric tiles • At least 180 cm height • At least 105 cm width • At least 5.0 cm thickness





	Partition (180x98x5cm)	1	12,500.00	12,500.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Glass top tiles • Light gray middle fabric tiles • Sky blue bottom fabric tiles • At least 180 cm height • At least 98 cm width • At least 5.0 cm thickness
	Partition (180x80x5cm)	1	12,000.00	12,000.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Glass top tiles • Light gray middle fabric tiles • Sky blue bottom fabric tiles • At least 180 cm height • At least 80 cm width • At least 5.0 cm thickness
	Partition Panel Door (180x96x5cm)	1	14,900.00	14,900.00	<ul style="list-style-type: none"> • Aluminum powder coated material or better • Panel-base system • Flash silver/anodized frame color • Glass top tiles • Light gray middle fabric tiles • Sky blue bottom fabric tiles • Door knob with at least 2 keys • At least 180 cm height • At least 100 cm width <ul style="list-style-type: none"> * 90 cm for door * 10 cm for Jambes • At least 5.0 cm thickness
3	Flush Door with Door Knob	1	4,500.00	4,500.00	<ul style="list-style-type: none"> • Material: Wood • Dimension: At least L900 x H2100 x W40mm • With Door knob • Paint: Duco Finish • Color: White • With at least two (2) door hinges





	Door Knob	15	600.00	9,000.00	<ul style="list-style-type: none"> • Material: Stainless steel • Type: Keyed entry door knob • Well suited in door thickness at least 35mm • Adjustable backset: at least 60 mm • With anti-pry shield • With at least 2 keys
	Hanging Cabinet	1	14,950.00	14,950.00	<ul style="list-style-type: none"> • Wall mounted using at least nine (9) metal shelf brackets • Primary material: at least 15 mm thick marine plywood • Methods of Painting: Duco finish • Dimension: 202 cm length x 45 cm width x 50 cm height • Four partitions with two-door per partition • Swing-type door • With locking mechanism for door • Color: White • Handle material for each door: Stainless steel
4	Sofa	1	20,000.00	20,000.00	<ul style="list-style-type: none"> • Minimum capacity: 2-seater • Minimum dimension: L162xW78xH84cm • Bed: L190xW122xcm • Upholstery <ul style="list-style-type: none"> - Material: Made of Wood, Plywood, Plastic Slider Footing - Fabric: Made of Pistachio - Color: Black
	High Back Office Chair (Leather)	1	10,000.00	10,000.00	<ul style="list-style-type: none"> • Measurements: W76xD58xH110-115cm • Color <ul style="list-style-type: none"> - Fabric: Black - Metal: Chrome • Materials <ul style="list-style-type: none"> - Backrest 16 mm thick plywood with 80 mm thick foam covered with PU faux leather





					<ul style="list-style-type: none"> - Seat 16 mm thick plywood with 90 mm thick foam covered with PU faux leather - Armrest Polypropylene (Pp) Plastic covered with PU faux leather. - Gas lift 40 mm metal tube in chrome plated finish. - Star base 350 mm dia. metal tube in chrome plated finish. - Wheel caster 50 mm dia. nylon. • Adjustable seat height • Weight: at least 16.5 kgs • Swivel 360 degrees and tilt locking 90-135 degrees angle
	High Back Chair (Mesh)	1	8,000.00	8,000.00	<ul style="list-style-type: none"> • Measurement: W64xD62xH120-130cm • Color <ul style="list-style-type: none"> - Fabric: Black - Metal: Chrome • Materials: <ul style="list-style-type: none"> - Backrest 16 mm thick plywood with 80 mm thick foam covered with PU faux leather - Seat 16 mm thick plywood with 90 mm thick foam covered with PU faux leather - Armrest Polypropylene (Pp) Plastic covered with PU faux leather - Gas lift 40 mm metal tube in chrome plated finish - Star base 350 mm dia metal tube in chrome plated finish - Wheel caster 50 mm dia. nylon. • Adjustable seat height





					<ul style="list-style-type: none"> • Weight: at least 14 kgs • Swivel 360 degrees • With head rest
	Office Visitor Chair	6	3,000.00	18,000.00	<ul style="list-style-type: none"> • Measurements: W65xD55xH92 cm • Fabric: Black • Metal: Chrome • At least 6.8 kgs • Materials <ul style="list-style-type: none"> - Backrest 13 mm thick plywood with 25 mm thick foam covered with Mesh fabric - Seat 13 mm thick plywood with 50 mm thick foam covered with Mesh fabric - Armrest Polypropylene (Pp) Plastic - Legs 22 mm dia.x1.0 mm thick metal tube in chrome plating finish.
5	Window Blinds	209.9 sq. ft.	220.00	46,178.00	<ul style="list-style-type: none"> • Type: Combi Blinds or dual shade blinds • Fabric Color: Light Blue or Sky Blue • Combination type of two layers of translucent and opaque horizontal striped color • Can be rolled up manually • Made of Polyester material • Mounting and installation costs are included in the ABC • Shall include free labor and materials on installation • At least 1 year Manufacturer Warranty

Prepared by:

J. Mabbagu
JULIE R. MABBAGU
 Procurement Coordinator

Noted by:

L. Bonifacio
LOURDES C. BONIFACIO
 Chief, Administrative and Finance Division

