



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.: 038-22

**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 **Van Rental for the Capability Enhancement Training for the GIP for ABE Youth Interns on May 16-20, 2022 in Cordillera Administrative Region (CAR)** 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](mailto: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)
<b>Van Rental</b> *May 16, 2022 *Air-conditioned Van *Max passenger: 8  <b>Itinerary:</b> <b>May 16, 2022 (Morning) :</b> pick-up from BAFE Office, Diliman, Quezon City to Venue of the Training (CAR)	2	unit	15,000.00	30,000.00		
<b>Van Rental</b> *May 20, 2022 *Air-conditioned Van *Max passenger: 8  <b>Itinerary:</b> <b>May 20, 2022 (Afternoon) :</b> pick- up from Venue of the Training (CAR) to BAFE Office, Diliman, Quezon City	2	unit	15,000.00	30,000.00		
<b>Inclusion and Notes:</b>  -cost is inclusive of driver's fee, toll fees, gasoline, driver's food and accommodation -vehicle should be disinfected everyday -there should be a disinfectant alcohol in the vehicle for the use of passengers -there should be a plastic partition installed separating the drivers' seat  *For the requirement on Safety Protocol, kindly refer to the latest BAFE OSH Memo specifically on Transport Protocol						
<b>TOTAL</b>				<b>60,000.00</b>	---	

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

\*For the requirement on Safety protocol, kindly refer to the latest BAFE OSH Memo specifically on Transport Protocol (Page 5) or latest requirement in accordance with IATF Alert Level restrictions existing in the locality of the end-user.

\*Itinerary of Travel attached (Page 6)





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<b>FINANCIAL OFFER</b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Sixty Thousand Pesos Only (PhP 60,000.00)</b>	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





<b>TERMS AND CONDITIONS:</b>	
1.	Bidders shall provide correct and complete information required in this form. <sup>[1]</sup> <sub>[SEP]</sub>
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. <sup>[1]</sup> <sub>[SEP]</sub>
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. <sup>[1]</sup> <sub>[SEP]</sub>
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. <sup>[1]</sup> <sub>[SEP]</sub>
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. <sup>[1]</sup> <sub>[SEP]</sub>
9.	Delivery and/or Installation Period: <b><u>on the day of the event.</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. <sup>[1]</sup> <sub>[SEP]</sub>
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. <sup>[1]</sup> <sub>[SEP]</sub>





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OD-OSH-MEMO-22-04-01

**MEMORANDUM ORDER**

No. 04  
Series of 2022

**SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 04, SERIES OF 2021 RE: SUPPLEMENTAL GUIDELINES ON THE COVID-19 RESPONSE PROGRAM (GOVERNMENT AND PRIVATE TRANSPORT OPERATIONS)**

Section V(A)(5) Transport Protocols of Memorandum Order No. 04, series of 2021 is hereby amended to read as:

*"V (A). DRIVER AND PASSENGER*

*XXX*

*(5) For rented motor vehicles, fully vaccinated drivers shall provide/present a vaccination card or certificate on or before the departure. A driver shall be deemed fully vaccinated only if he/she received the second (2nd) dose in a 2-dose series or a single dose vaccine more than fourteen (14) days prior to the date and time of departure.*

*Unvaccinated and partially vaccinated drivers are required to present a negative test result of the RT-PCR (swab or saliva based) with the validity of 3 days maximum before the departure. Likewise, a valid RT-PCR test with negative result shall be provided on the date of pick-up; XXX"*

This Order shall effect immediately.

Done this 4th day of April 2022.

Prepared by:

Occupational Safety and Health Committee

  
ENGR. EMMANUEL R. LANUZA  
Secretariat

  
ENGR. MELANJE R. LORENZO  
Secretariat


  
ENGR. RONALD MELVIN R. ROSAS  
Member

  
MS. LOURDES C. BONIFACIO  
Member


  
MS. JULIE R. BABBAGU  
Member

  
ENGR. MARK TWAIN A. LIMBO  
Member

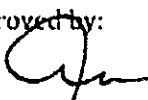
  
ENGR. ALLAN C. GOLENG  
Member

  
MS. ANNA RICA P. ABAYON  
Member

Recommending Approval:

  
ENGR. JUANA T. TAPEL  
Assistant Director  
Head, Occupational Safety and Health Committee

Approved by:

  
ENGR. ARIODEAR C. RICO  
Director IV  
Head of the Agency





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### ITINERARY OF TRAVEL

#### CAPABILITY ENHANCEMENT TRAINING FOR THE GIP FOR ABE YOUTH INTERNS ON MAY 16-20, 2022 IN CORDILLERA ADMINISTRATIVE REGION (CAR)

DATE	FROM	TO
MAY 16, 2022	BAFE Office, North Avenue, Diliman, Quezon City	Venue of the Training (CAR)
MAY 20, 2022	Venue of the Training (CAR)	BAFE Office, North Avenue, Diliman, Quezon City

*\*Note: Pick-up and drop-off only.*

Prepared by:

  
ENGR. JEFFERSON C. BORE  
Procurement Coordinator, SRED

