



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: June 08, 2022

RFQ No.: 064-22

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 **Printing and Production of LGU Guidebook on the Creation of ABE Unit** which will be undertaken in accordance with Section 53.9 (Small Value Procurement) of 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 on 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 **June 15, 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 awarding 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 the 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 the award of the contract.

For any clarification, you may contact us at telephone no. **(02) 8294-9741** or at **bafe.procurement@gmail.com**.

(Original signed)
KEITH AUDWIN Q. AQUINO
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 (B)	APPROVED BUDGET FOR THE CONTRACT (AxB)	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (C)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxC)
Printing and Production of LGU Guidebook on the Creation of ABE Unit Paper Size and Orientation: Portrait (A4) 297mm (H) x 210mm (W) – when folded 297mm (H) x 420mm (W) – when spread Color: *Cover page: Full color, hard, and glossy with UV lamination, and embossed letters *Inside pages: Colored Paper stock/Material: Cover (front and back) – C2S 220gsm; Inside pages – Matte Paper, at least 100gsm No. of Pages: Cover Page: 1 Inside Pages: 115 Binding: *Perfect binding *with Printed Slides Other requirements: *Back-to-back printed copies *Inclusive of all applicable taxes and/or charges such as but not limited to layout service fee, delivery fee, cost of printing sample blueprints	2,000	copy	204.33	408,660.00		
GRAND TOTAL				408.660.00	---	

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

*Please see attached Terms of Reference. (Page 5)





FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Four Hundred Eight Thousand Six Hundred Sixty Pesos Only (PhP 408,660.00)	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 the 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>(Please see attached Terms of Reference)</u>
10.	The DA-BAFE shall have the right to inspect and/or test the goods to validate their 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]





TERMS OF REFERENCE

TITLE:

PRINTING AND PRODUCTION OF THE LOCAL GOVERNMENT UNIT GUIDEBOOK TO THE CREATION AND ESTABLISHMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING UNIT

REPORTING RESPONSIBILITIES:

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the printing and production of the "Local Government Unit Guidebook to the Creation and Establishment of Agricultural and Biosystems Engineering (ABE) Unit."

EXPERIENCE/QUALIFICATIONS/REQUIREMENTS

1. Must provide the following documents:
 - a. one (1) Certificate of Job Satisfaction from the immediate previous client; and,
 - b. at least one (1) Certificate of Job Completion in the last two (2) years.

OTHER TERMS AND CONDITIONS:


1. All electronic copies of the guidebook to be included in the printed materials will be provided by BAFE to the supplier upon signing the Work Order;
2. The supplier shall design the printing layout and submit the sample blueprint to BAFE thru email at ppmd.procurement@gmail.com within five (5) calendar days upon receipt of the electronic copies of the guidebook;
3. The BAFE shall conduct review and proofreading within five (5) calendar days upon receipt of the edited electronic copies in any editable file format such as .psd (Photoshop) or any equivalent format;
4. The supplier will be given five (5) calendar days to revise and finalize the initial blueprint based on the comments/suggestions provided by the end-user;
5. The supplier shall provide the end-user at least five (5) sample printed copies incorporating the comments/suggestions for further review and approval prior to mass production. All approved sample blueprints will be forwarded to the supplier after the approval of the end-user;
6. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed excluding the number of days allotted for the review and proof reading of the sample blueprints;
7. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the Drop-off point; and,
8. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.

For strict compliance.

Prepared by:


ENGR. HELAISHA NISSI R. DUMAGUING
Procurement Coordinator, BAFE-PPMD

Noted by:


ENGR. CRISTY CECILIA P. POLIDO
Chief, BAFE-PPMD



PRINTING AND PRODUCTION OF THE LOCAL GOVERNMENT UNIT GUIDEBOOK TO THE CREATION AND ESTABLISHMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING UNIT

SPECIFICATIONS	QTY.	UNIT	UNIT COST (Php)	TOTAL COST (Php)
<p>Paper Size and Orientation: Portrait (A4) 297 mm (H) x 210 mm (W) - when folded 297 mm (H) x 420 mm (W) - when spread</p> <p>Color: *Cover page: Full color, hard, and glossy with UV lamination, and Embossed Letters *Inside pages: *Colored</p> <p>Paper stock/Material: Cover (front and back) -C2S 220 gsm; Inside Pages - Matte Paper, at least 100gsm</p> <p>No. of pages: Cover page: 1 Inside pages: 115</p> <p>Binding: *Perfect binding *With Printed Slides</p> <p>Other requirements: *Back-to-back printed copies *Inclusive of all applicable taxes and/or charges such as but not limited to layout service fee, delivery fee, cost of printing sample blueprints</p>	2000	piece	204.33	408,660.00

