



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 22, 2022

RFQ No.: 075-22

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 **Supply and Delivery of Various ICT Office Supplies** which will be undertaken in accordance with Section 52.1 (b) (Shopping) 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 29, 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 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 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)
Epson WF-C869R Multifunction Standard Black Ink Pack (T9731)	5	pc	9,000.00	45,000.00		
Epson WF-C869R Multifunction Standard Cyan Ink Pack (T9732)	3	pc	11,000.00	33,000.00		
Epson WF-C869R Multifunction Standard Magenta Ink Pack (T9733)	3	pc	11,000.00	33,000.00		
Epson WF-C869R Multifunction Standard Yellow Ink Pack (T9734)	3	pc	11,000.00	33,000.00		
Kyocera TK-1160 Toner Black	3	pc	7,000.00	21,000.00		
Ink Cart, EPSON L6190, 01 Black	22	bottle	500.00	11,000.00		
Ink Cart, EPSON L6190, 01 Cyan	10	bottle	320.00	3,200.00		
Ink Cart, EPSON L6190, 01 Magenta	10	bottle	320.00	3,200.00		
Ink Cart, EPSON L6190, 01 Yellow	10	bottle	320.00	3,200.00		
Ink Tank, Canon GI-790, Black	20	pc	450.00	9,000.00		
Ink Tank, Canon GI-790, Cyan	9	pc	415.00	3,735.00		
Ink Tank, Canon GI-790, Magenta	9	pc	415.00	3,735.00		
Ink Tank, Canon GI-790, Yellow	9	pc	415.00	3,735.00		
EPSON SureColor SC- T5270, Matte Black (Ink Code - T692)	8	pc	4,165.00	33,320.00		





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)
EPSON SureColor SC-T5270, Cyan (Ink Code - T692)	5	pc	4,165.00	20,825.00		
EPSON SureColor SC-T5270, Yellow (Ink Code - T692)	5	pc	4,165.00	20,825.00		
EPSON SureColor SC-T5270, Magenta (Ink Code - T692)	5	pc	4,165.00	20,825.00		
EPSON SureColor SC-T5270, Photo Black (Ink Code - T692)	3	pc	4,165.00	12,495.00		
Epson L120, Epson T6641, Black	15	bottle	300.00	4,500.00		
Epson L120, Epson T6642, Cyan	12	bottle	310.00	3,720.00		
Epson L120, Epson T6643, Magenta	12	bottle	310.00	3,720.00		
Epson L120, Epson T6644, Yellow	12	bottle	310.00	3,720.00		
Toner Cartridge, HP 26A	4	pc	9,215.00	36,860.00		
TOTAL				366,615.00	---	

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

*Please see attached Technical Specifications.

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Three Hundred Sixty-Six Thousand Six Hundred Fifteen Pesos Only (Php 366,615.00)	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





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>within 30 CD upon receipt 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

ICT Office Supplies

No.	Item	Qty	Unit Cost	Total Cost	Specifications
1.	Epson WF-C869R Multifunction Standard Black Ink Pack (T9731)	5	9,000.00	45,000.00	<ul style="list-style-type: none"> At least 400 ml At least 22,500 pages Color: Black
2.	Epson WF-C869R Multifunction Standard Cyan Ink Pack (T9732)	3	11,000.00	33,000.00	<ul style="list-style-type: none"> At least 400 ml At least 22,500 pages Color: Cyan
3.	Epson WF-C869R Multifunction Standard Magenta Ink Pack (T9733)	3	11,000.00	33,000.00	<ul style="list-style-type: none"> At least 400 ml At least 22,500 pages Color: Magenta
4.	Epson WF-C869R Multifunction Standard Yellow Ink Pack (T9734)	3	11,000.00	33,000.00	<ul style="list-style-type: none"> At least 400 ml At least 22,500 pages Color: Yellow
5.	Kyocera TK-1160 Toner Black	3	7,000.00	21,000.00	<ul style="list-style-type: none"> At least 7,200 pages Climate Neutral Color Color: Black
6.	Ink Cart, EPSON L6190, 01 Black	22	500.00	11,000.00	<ul style="list-style-type: none"> At least 127ml At least 7,500 pages Color: Black
7.	Ink Cart, EPSON L6190, 01 Cyan	10	320.00	3,200.00	<ul style="list-style-type: none"> At least 70ml At least 6,000 pages Color: Cyan
8.	Ink Cart, EPSON L6190, 01 Magenta	10	320.00	3,200.00	<ul style="list-style-type: none"> At least 70ml At least 6,000 pages Color: Magenta
9.	Ink Cart, EPSON L6190, 01 Yellow	10	320.00	3,200.00	<ul style="list-style-type: none"> At least 70ml At least 6,000 pages Color: Yellow
10	Ink Tank, Canon GI-790, Black	20	450.00	9,000.00	<ul style="list-style-type: none"> At least 135 ml At least 6,000 pages yield Color: Black





11.	Ink Tank, Canon GI-790, Cyan	9	415.00	3,735.00	<ul style="list-style-type: none"> At least 70 ml At least 7,000 pages yield Color: Cyan
12.	Ink Tank, Canon GI-790, Magenta	9	415.00	3,735.00	<ul style="list-style-type: none"> At least 70 ml At least 7,000 pages yield Color: Magenta
13.	Ink Tank, Canon GI-790, Yellow	9	415.00	3,735.00	<ul style="list-style-type: none"> At least 70 ml At least 7,000 pages yield Color: Yellow
14.	EPSON SureColor SC-T5270, Matte Black (Ink Code – T692)	8	4,165.00	33,320.00	<ul style="list-style-type: none"> At least 110ml Color: Matte black
15.	EPSON SureColor SC-T5270, Cyan (Ink Code – T692)	5	4,165.00	20,825.00	<ul style="list-style-type: none"> At least 110ml Color: Cyan
16.	EPSON SureColor SC-T5270, Yellow (Ink Code – T692)	5	4,165.00	20,825.00	<ul style="list-style-type: none"> At least 110ml Color: Yellow
17.	EPSON SureColor SC-T5270, Magenta (Ink Code – T692)	5	4,165.00	20,825.00	<ul style="list-style-type: none"> At least 110ml Color: Magenta
18.	EPSON SureColor SC-T5270, Photo Black (Ink Code – T692)	3	4,165.00	12,495.00	<ul style="list-style-type: none"> At least 110ml Color: Photo Black
19.	Epson L120, Epson T6641, Black	15	300.00	4,500.00	<ul style="list-style-type: none"> At least 70ml At least 4,000 pages Color: Black
20.	Epson L120, Epson T6642, Cyan	12	310.00	3,720.00	<ul style="list-style-type: none"> At least 70ml At least 4,000 pages Color: Cyan
21.	Epson L120, Epson T6643, Magenta	12	310.00	3,720.00	<ul style="list-style-type: none"> At least 70ml At least 4,000 pages Color: Magenta
22.	Epson L120, Epson T6644, Yellow	12	310.00	3,720.00	<ul style="list-style-type: none"> At least 70ml At least 4,000 pages Color: Yellow
23.	Toner Cartridge, HP 26A	4	9,215.00	36,860.00	<ul style="list-style-type: none"> At least 3,100 pages Color: Black Compatible with HP Laserjet Pro M402 M426
			TOTAL	366,615.00	

Prepared by:

(Original signed)
JULIE R. MABBAGU
 Procurement Coordinator, AFD

Noted by:

(Original signed)
LOURDES C. BONIFACIO
 Chief, AFD

