



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: August 05, 2022

RFQ No.: 088-22

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 the **Supply and Delivery of Various Other Supplies and Materials for BAFE** 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 **August 12, 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)
Supply and Delivery of Various Other Supplies and Materials for BAFE						
LOT 1					xxx	xxx
Surgical Facemask	230	box	150.00	34,500.00		
Toilet Tissue Paper, Interfolded Paper Towel	480	pack	70.00	33,600.00		
Interfolded Facial Tissue	200	pack	25.00	5,000.00		
Disinfectant Wipes	155	pack	100.00	15,500.00		
Disinfectant Spray	40	can	400.00	16,000.00		
Non-Acidic Vitamin C with Zinc	475	box	250.00	118,750.00		
Dishwashing Liquid	20	bottle	90.00	1,800.00		
Extension Cord	8	piece	1,000.00	8,000.00		
Universal Adapter with Switch	30	piece	125.00	3,750.00		
Sub-Total (Lot 1)				236,900.00	---	
LOT 2					xxx	xxx
Travel Vest (Unisex)	18	piece	1,000.00	18,000.00		
Sub-Total (Lot 2)				18,000.00	---	
GRAND TOTAL				254,900.00	---	

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

*Please see attached Technical Specifications.





FINANCIAL OFFER		
Lot No.	Approved Budget for the Contract	Total Offered Quotation
1	Two Hundred Thirty-Six Thousand Nine Hundred Pesos Only (Php 236,900.00)	In words: _____ _____ _____ In figures: _____
2	Eighteen Thousand Pesos Only (Php 18,000.00)	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>within 30CD 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]

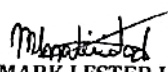





TECHNICAL SPECIFICATIONS

Item Description	Technical Specifications	Quantity	Unit	Unit Cost	Total Cost
LOT 1					
Surgical Facemask	-disposable facemask -at least 50 pieces per box -with ear Loop -at least 3-ply -at least wired -Must be sterile -brand/manufacturer is included in the list of FDA approved	230	box	150.00	34,500.00
Toilet Tissue Paper, Interfolded Paper Towel	-at least 150 pulls/sheets per pack -at least 2 ply -at least 200mmx95mm	480	pack	70.00	33,600.00
Interfold Facial Tissue	-at least 120 pulls/sheets per pack -at least 3 ply -at least 130mmx95mm	200	pack	25.00	5,000.00
Disinfectant Wipes	-Must be suitable to clean various surfaces -At least 50 pulls per pack -Antibacterial	155	pack	100.00	15,500.00
Disinfectant Spray	-Must be at least aerosol type disinfectant spray -Must have a net content of at least 340 g -Scent must be neutral or scented	40	can	400.00	16,000.00
Non-Acidic Vitamin C with Zinc	-At least 500mg -Non-acidic -At least 30 capsules or tablets per box	475	box	250.00	118,750.00
Dishwashing Liquid	-At least 250 ml	20	bottle	90.00	1,800.00
Extension Cord	-at least 5 gang with individual switches -at least 4m or higher -Must be impact resistant and highly conductive -Must have at least 2 USB Ports -At least 6A 250V	8	piece	1,000.00	8,000.00
Universal Adapter with Switch	-Must be durable and highly conductive -At least 10A 250V	30	piece	125.00	3,750.00
SUBTOTAL					236,900.00
LOT 2 (Travelling Supplies)					
Travel Vest (unisex)	-Must have at least 10 multi-functional pocket outside -Must have at least 2 inside zipper pocket -Must have slot for ballpen/ pencil -Must be zipper closure & v-neck -Material must be combination of polyester & cotton -Must be neat & consistent stitching -Must be lightweight & breathable fabric - Must have sizes of M, L, XL, 2XL & 3XL - Color must be Army Green -BAFE Logo must be embroidered or patch (See attached design)	18	piece	1,000.00	18,000.00
SUBTOTAL					18,000.00
TOTAL COST					254,900.00

Prepared by:


 ENGR. MARK LESTER L. NATIVIDAD
 Procurement Coordinator

Noted by:


 ENGR. NOEMI L. CARPIO
 Chief, EPDSD





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