



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: September 14, 2022

RFQ No.: 105-22

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 **Motor Vehicle Rental for the Conduct of Site Inspection/Visit of Coffee Processing Centers/Facilities in Region II and points on September 27-30, 2022** 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 **September 19, 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

A/A



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)
Motor Vehicle Rental September 27, 2022 Airconditioned Motor Vehicle Max passenger: 6 Itinerary: September 27, 2022 (Morning): pick-up from BAFE Office, Diliman, Quezon City to Region 2 and points						
Motor Vehicle Rental September 28-29, 2022 Airconditioned Motor Vehicle Max passenger: 6 Itinerary: Region 2 and points	1	Unit	55,000.00	55,000.00		
Motor Vehicle Rental September 30, 2022 Airconditioned Motor Vehicle Max passenger: 6 Itinerary: September 30, 2022: pick-up from Region 2 to BAFE Office, Diliman, Quezon City						
Inclusion and Notes: -cost is inclusive of driver's fee, toll fees, gasoline, driver's food, and accommodation -the vehicle should be disinfected every day -there should be disinfectant alcohol in the vehicle for the use of passengers -there should be a plastic partition installed separating the driver's seat *For the requirement on Safety Protocol, kindly refer to the latest BAFE OSH Memo specifically on Transport Protocol						
TOTAL				55,000.00	---	

*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 the latest requirement in accordance with IATF Alert Level restrictions existing in the locality of the end-user.



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Fifty-Five Thousand Pesos Only (Php 55,000.00)	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.
2.	Price quotation/s must be valid for a period of <u>One Hundred Twenty (120) calendar days</u> from the date of submission of quotation.
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.
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.
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.
9.	Delivery and/or Installation Period: <u>on the day of the event.</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.
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.



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. MELANIE R. LORENZO
Secretariat

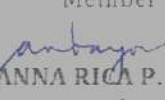

ENGR. RONALD MELVIN R. ROSAS
Member


MS. LOURDES C. BONIFACIO
Member



MS. JULIE R. MABBAGU
Member


ENGR. MARK TWAIN A. LIMBO
Member

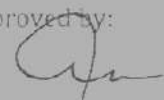

ENGR. ALLAN C. GOLENG
Member


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 FOR MOTOR VEHICLE RENTAL

Motor Vehicle Rental for the Conduct of Site Inspection/Visit of
 Coffee Processing Centers/Facilities in Region II and points
 September 27 – 30, 2022

SCHEDULE	LOCATION
Day 1 (September 27, 2022)	
03:00 AM – 03:00 PM	Diliman, Quezon City to DA RFO II, Tuguegarao City, Cagayan
03:00 PM – 05:00 PM	Courtesy Call (still in Tuguegarao City, Cagayan)
Day 2 (September 28, 2022)	
06:00 AM – 11:00 AM	DA RFO II, Tuguegarao City, Cagayan to Kasibu, Nueva Vizcaya
01:00 PM – 03:00 PM	Kasibu, Nueva Vizcaya to Ambaguio, Nueva Vizcaya
04:00 PM – 05:00 PM	Still in Ambaguio, Nueva Vizcaya
05:00 PM – 10:00 PM	Ambaguio, Nueva Vizcaya to DA RFO II, Tuguegarao City, Cagayan
Day 3 (September 29, 2022)	
08:00 AM – 11:00 AM	DA RFO II, Tuguegarao City, Cagayan to Disadeco, Quirino
11:00 AM – 02:00 PM	Still in Disadeco, Quirino
02:00 PM – 05:00 PM	Disadeco, Quirino to DA RFO II, Tuguegarao City, Cagayan
Day 4 (September 30, 2022)	
08:00 AM – 10:00 AM	Exit conference (DA RFO II, Tuguegarao City, Cagayan)
10:00 AM – 10:00 PM	DA RFO II, Tuguegarao City, Cagayan to Diliman, Quezon City