



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: October 04, 2022

RFQ No.: 114-22

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 **Food Provision for BAFE-BAC Meeting for 4th Quarter CY 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 **October 10, 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) 8273-2474 loc. 3351** or at **bafe.procurement@gmail.com**.

(ORIGINAL SIGNED)
KEITH AUDWIN Q. AQUINO
BAC Secretariat Head

AJCT



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 (IN PHP) (B)	APPROVED BUDGET FOR THE CONTRACT (IN PHP) (AxB)	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (IN PHP) (C)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (IN PHP) (AxC)
October 19, 2022						
Lunch						
Steamed Rice, Spicy Chicken Curry, String Beans Adobo, Chicken Nido Soup, Palitaw, Canned Juice	30	Pax	250.00	7,500.00		
PM Snack						
Arroz Caldo with Adobo flakes, Softdrinks	30	Pax	100.00	3,000.00		
October 26, 2022						
Lunch						
Steamed Rice, Pork Humba, Ginataang Kalabasa, La Paz Batchoy, Lengua de Gato, Softdrinks	30	Pax	250.00	7,500.00		
PM Snack						
Siopao, Canned Juice	30	Pax	100.00	3,000.00		
November 3, 2022						
Lunch						
Steamed Rice, Sweet and Sour Tilapia, Ginisang Munggo, Crab and Corn Soup, Mango Nata Salad, Softdrinks	30	Pax	250.00	7,500.00		
PM Snack						
Ginataang Bilo-bilo, Canned Juice	30	Pax	100.00	3,000.00		
November 9, 2022						
Lunch						
Steamed Rice, Inihaw na liempo, Adobong kangkong w/ Tokwa, Pulo ni Barangay(Misua&Meat	30	Pax	250.00	7,500.00		



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balls), Coffee Jelly, Canned Juice						
PM Snack Ham and Cheese Sandwich, Softdrinks	30	Pax	100.00	3,000.00		
November 16, 2022						
Lunch Steamed Rice, Chicken Afritada, Togue Guisado w/ Tokwa, Bulalo, Buko Pandan with Vanilla Ice cream, Softdrinks	30	Pax	250.00	7,500.00		
PM Snack Special Lomi, Canned Juice	30	Pax	100.00	3,000.00		
November 23, 2022						
Lunch Steamed Rice, Ginataang Tilapia, Guisado Pechay w/ Tokwa, Chicken Sotanghon, Maja Mais, Canned Juice	30	Pax	250.00	7,500.00		
PM Snack Pansit Lug-log, Softdrinks	30	Pax	100.00	3,000.00		
December 01, 2022						
Lunch Steamed Rice, Lechon Paksiw, Chopseuy, Egg Drop Soup, Buko Pandan with Macapuno, Softdrinks	30	Pax	250.00	7,500.00		
PM Snack Seafood Pancit Canton, Canned Juice	30	Pax	100.00	3,000.00		
December 07, 2022						
Lunch Steamed Rice, Relyenong Manok, Ginisang Repolyo, Seafood Chowder Soup, Mango Sago, Canned Juice	30	Pax	250.00	7,500.00		
PM Snack Palabok, Softdrinks	30	Pax	100.00	3,000.00		
December 14, 2022						
Lunch Steamed Rice, Garlic Butter Shrimp, Sauteed Bottle Gourd, Picadillo Soup, Steamed Yema Cupcake, Softdrinks	30	Pax	250.00	7,500.00		
PM Snack Ube Champorado, Juice	30	Pax	100.00	3,000.00		



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December 21, 2022						
Lunch						
Steamed Rice, Pork Hamonado, Crispy Eggplant Fries, Malunggay and Corn Soup, Macaroni Salad, Canned Juice	15	Pax	250.00	3,750.00		
PM Snack						
Banana Fritter, Sago't Gulaman	15	Pax	100.00	1,500.00		
December 28, 2022						
Lunch						
Steamed Rice, Fish Steak, Ginataang Kalabasa, Creamy Chicken Mushroom, Kutsinta, Softdrinks	15	Pax	250.00	3,750.00		
PM Snack						
Pizza Bread, Canned Juice	15	Pax	100.00	1,500.00		
TOTAL				105,000.00	---	

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



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FINANCIAL OFFER (IN PHP)	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Five Thousand Pesos Only (PhP 105,000.00)	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

 Contact No. / Email Address



TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and complete information required in this form. ^{L} _{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. ^{L} _{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. ^{L} _{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. ^{L} _{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. ^{L} _{SEP}
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. ^{L} _{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. ^{L} _{SEP}