



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: **January 16, 2023**
RFQ No.: **001-23**

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 **FUEL, OIL, LUBRICANTS, AND OTHER PRODUCTS/SERVICES FOR BAFE VEHICLES** 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 page 4 of this Request for Quotation (RFQ). Submit your quotation/proposal **duly signed by you or your duly authorized representative** not later than **January 20, 2023, at 12:00 noon**.

To support your eligibility to participate in government procurement, the following **mandatory requirements** shall be submitted along with a signed quotation/proposal:

1. **Valid Mayor's/Business Permit***;
2. **Proof of PhilGEPS Registration (Screenshot of Organization Profile or Certificate of PhilGEPS Platinum Membership)***;
**Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's/Business Permit and PhilGEPS Registration/Certificate Number;*
3. **Notarized Omnibus Sworn Statement** preferably using the GPPB-prescribed form, for Approved Budget of Contract (ABC) **above P50,000.00**; and
4. **Latest Income/Business Tax Return** for ABC **above P500,000.00**

Open quotations should be submitted personally at BAC Secretariat Office, **BAFE, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. An electronic copy of the signed quotation/proposal and other eligibility requirements (Certified True Copy) may be submitted at email address **bafe.procurement@gmail.com**, provided that the original documents will still 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)
GLENN M. ERLANO
BAC Secretariat Head

A/A



INSTRUCTIONS

1. Accomplish this RFQ correctly, completely, and legibly.
2. Do not alter the contents of this form in any way.
3. Failure to comply with any mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

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;** and
2. The information stated below shall be the basis for evaluating and calculating your quotation.

| ITEM DESCRIPTION/ SPECIFICATION | QUANTITY (A) | UNIT | UNIT COST | APPROVED BUDGET FOR THE CONTRACT | PLEASE FILL IN YOUR OFFERED PRICE PER UNIT (B) | PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxB) |
|---|---------------------|------|------------|---|---|--|
| Fuel, Oil, and Lubricants - Petroleum, Oil, and Lubricants (POL) - Preventive Maintenance Schedule (PMS) and Labor | 1 | Lot | 800,000.00 | 800,000.00 | | |
| TOTAL | | | ----- | 800,000.00 | ----- | |

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

Please see attached Technical Specifications on **Annex A.*



| <u>FINANCIAL OFFER</u> | |
|---|-----------------------------------|
| Approved Budget for the Contract | Total Offered Quotation |
| Eight Hundred Thousand Pesos Only (PhP 800,000.00) | In words: _____ _____ _____ |

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: _____

Sir/Madam:

After carefully reading and accepting the Terms and Conditions, I/We submit our quotation for the item/s indicated above.

Signature over Printed Name

Position/Designation

Contact No./ Email Address



| TERMS AND CONDITIONS |
|--|
| 1. Bidders shall provide the 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 submission date of quotation. |
| 3. Price quotation/s, to be denominated in Philippine pesos 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. Awarding shall be done by <u>LOT</u> . Award of the contract shall be made to the single/lowest calculated quotation (for goods and infrastructure) or, the single/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 signed or initialed by you or any of your duly authorized representative/s. |
| 9. Delivery and/or Installation Period: <u>Fuel, Oil, Lubricants, and Other Services shall be available to BAFE upon the issuance and conforme of the Fuel Service Provider (FSP) through the Notice of Award and Work Order.</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. |
| 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. Payments shall be based on actual items delivered. |
| 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. |



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ANNEX A



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TECHNICAL SPECIFICATION

PROCUREMENT OF FUEL, OIL, LUBRICANTS AND OTHER PRODUCTS/SERVICES FOR BAFE VEHICLES

1. Rationale

The Bureau of Agricultural and Fisheries Engineering (BAFE) through its Bids and Awards Committee (BAC), will undertake the procurement of fuel, oil, lubricants, and other services for its vehicles. These requirements are vital and essential in the accomplishment of its mandate and for the delivery of services to its stakeholders. Currently, BAFE has a total of four (4) units of Motor Vehicles with all diesel engines. Likewise, aside from the supply of Fuel, the BAFE would also like to include from the supplier other products/services such as motor/engine oil including oil filter, gear oil, brake pads and fluid, ATF, coolant, freshener, body/engine/ under chassis wash, wiper blade and labor for the service which the FSP may provide.

2. Objectives

The main objective of having fuel service agreement is to provide BAFE vehicles with an efficient, convenient, continuous and steady supply of fuel products and services.

3. Bid and Contract Price

- a) The Approved Budget of the Contract is **Eight Hundred Thousand Pesos** (Php 800,000.00)
- b) Bid Prices for procurement using the retail pump price of the price of petroleum per liter, such as gasoline, diesel oil or kerosene as established by retailers, dealers or the gas stations for the day.
- c) Cost for E-VAT and other governmental costs are presumed to be included in the computation of the bid price.
- d) The project will be procured through a **Negotiated Procurement - Small Value Procurement**.

4) Actual Prices Payable

- a) For and in consideration of the performance and accomplishment of the Fuel, Oil, Lubricants and Other Products/Services including labor for change oil, brake cleaning and pad replacement, BAFE shall pay the Supplier for the fuel, oil, lubricants and other products including labor requirements Actually Delivered and Duly Received by BAFE using the Retail Pump Price as define.
- b) The Procuring entity shall make an accounting of the amount actually payable based on the official receipt to determine the allowable unit/volume that may still be



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ordered from the remaining amount allotted for each product. The PE shall be allowed to make adjustments in the units/volume of product to be purchased to conform from the remaining amount in the total contract price.

5) Scope of Service

- a) Fuel, Oil, Lubricants and Other Services shall be available to BAFE upon the issuance and conforme of the Fuel Service Provider (FSP) through the Notice of Award and Work Order.
- b) Issuance of products/services by the Fuel Service Provider (FSP) will be through Purchase Order (PO) system for the period of **11-months (February - December 2023)** under terms and conditions advantageous to the government for the following estimated volume or quantity:

| Particulars | Unit /Measure | Schedule | No. of Vehicles | Grand Total |
|---|---------------|-----------|-----------------|-------------------|
| Petroleum, Oil and Lubricants (POL) | Liters | per week | 4 | 800,000.00 |
| Preventive Maintenance Schedule (PMS) and Labor | per service | quarterly | 4 | |

- c) All purchases should be accompanied by properly accomplished and duly signed Purchase Order Slip (PO) together with approved Trip Tickets and/or duly approved Vehicle Inspection or Vehicle Diagnostic Report for products and services.
- d) BAFE may provide mobilization fee of not more than 15% of the total Approved Budget for the Contract (ABC) to cover estimated worth of monthly fuel requirement and other product/services.
- e) Payment shall be made by BAFE within 15-days from receipt of the monthly or semi-monthly billing provided with complete documents covering actual purchases.

6) Responsibilities of the Fuel Service Provider (FSP).

- a) The FSP (Supplier) shall provide fuel, oil, lubricants and other product requirements of BAFE service vehicles including Preventive Maintenance Schedule and Labor.
- b) The FSP must have a fuel station located within 2-KM radius from BAFE Office at SRA Compound, North Avenue, Diliman, Quezon City.
- c) The FSP (Supplier) shall be responsible in ensuring availability of products and services at all times. In case of shortage, FSP shall provide alternative source/station that can provide the same products and services, which is also located nearby the BAFE Office.



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- d) Ensure availability of basic facilities like basic lube bays, restrooms, sufficient number of service crew.
 - e) The FSP (Supplier) shall be responsible to dispense fuel to BAFE vehicles only and ensure that the fuel issued will not exceed PO allocation for a given time.
 - f) Repair/maintenance of damage, accident or otherwise, incurred by the FSP to any BAFE vehicles shall be for the FSP (supplier) account.
 - g) A transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other products/services availed.
 - h) Ensure that the transaction slips accurately reflect any and all purchases charged to BAFE.
 - i) To maintain a comprehensive register to record all withdrawals made on a per vehicle basis.
 - j) Issue an accurate Statement of Account with copies of transaction slip/receipt/invoice on a monthly basis or semi-monthly basis.
 - k) The FSP (Supplier) should have a valid Account Number maintained at any Bank.
- 7) Responsibilities of the Bureau of Agricultural and Fisheries Engineering (BAFE);**
- a) To pay the amount within 15-days from the receipt of the FSP Statement of Account with complete attachments through LDDAP-ADA (directly to your valid Bank Account).
 - b) To examine the statement and report any discrepancy/ies to the FSP within 5 working days upon receipt thereof. If there is no error reported within such period, the statement of account shall be considered as conclusively correct.
 - c) Issue BIR form 2307 pertaining to taxes withheld for each payment made.
 - d) Accomplish PO, Trip Ticket, Travel Order (for provincial trips), duly signed by the BAFE-Chief, Admin & Finance Division or any authorized signatory for presentation to the FSP for the delivery of goods and services.
 - e) Inform the FSP (Supplier) for the changes in the POs authorized signatory/ies either in electronic mail or through official letter.

Prepared by:


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Noted by:


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