



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](mailto:bafe@da.gov.ph)

## REQUEST FOR QUOTATION

Date: **February 9, 2023**  
RFQ No.: **009-23**

**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 **SUPPLY AND DELIVERY OF VARIOUS NON-PS OFFICE SUPPLIES OF AFD, EPDSD, AND SEPPD** 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 page 6 of this Request for Quotation (RFQ). Submit your quotation/proposal **duly signed by you or your duly authorized representative** not later than **February 16, 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\***; and
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;*

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	QUAN TITY  (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)	OFFERED BRAND & MODEL  (IF APPLICABLE)
<b>LOT 1 : Various Non-PS Supplies of EPDSD</b>							
Clip, backfold, 19mm	20	box	25.00	500.00			
Clip, backfold, 25mm	40	box	35.00	1,400.00			
Clip, backfold, 32mm	20	box	45.00	900.00			
Clip, backfold, 50mm	10	box	70.00	700.00			
Correction Tape, 8m min.	50	piece	50.00	2,500.00			
Data File Box	20	piece	130.00	2,600.00			
Fastener, metal	10	box	60.00	600.00			
Marker, flourescent, 3 assorted colors per set	15	set	120.00	1,800.00			
Marker, whiteboard, felt tip, bullet type, Black	10	piece	35.00	350.00			
Marker, whiteboard, felt tip, bullet type, blue	10	piece	35.00	350.00			
Marker, whiteboard, felt tip, bullet type, Red	5	piece	35.00	175.00			
Note Pad, stick on, 50mm x 76mm (2" x 3"), 100 sheets per pad	70	pad	30.00	2,100.00			
Note Pad, stick on, 50mm x 76 mm (3" x 4"), 100 sheets per pad	70	pad	40.00	2,800.00			



Paper Clip, vinyl/plastic coated, 50mm	40	box	40.00	1,600.00			
Paper, Multi-purpose, A4 (210mm x 297mm) 80 gsm	20	ream	290.00	5,800.00			
Paper, A3 (420mm x 297mm) 70 gsm	15	ream	470.00	7,050.00			
Puncher, paper, heavy duty	5	piece	170.00	850.00			
Scissors, stainless steel, at least 6 inches	20	pair	75.00	1,500.00			
Sign Pen, black, liquid/gel, 0.5mm needle tip	100	piece	35.00	3,500.00			
Sign Pen, blue, liquid/gel, 0.5mm needle tip	100	piece	35.00	3,500.00			
Tape, masking, 24 mm	10	roll	45.00	450.00			
Tape, masking, 48mm	10	roll	80.00	800.00			
Tape, packaging, 48mm	5	roll	60.00	300.00			
Tape, transparent, 24 mm	10	roll	40.00	400.00			
Tape, transparent, 48mm	10	roll	70.00	700.00			
<i>Sub-Total (LOT 1)</i>				<b>43,225.00</b>	-----		-----
<b>LOT 2 : Various Non-PS Supplies of EPDSD</b>							
Tracing Paper, 90-95 gsm (36" by 50 yards, 2" core)	13	roll	2,000.00	26,000.00			
Mylar Film, 100 microns (36" by 20 meter, 2" core)	7	roll	3,300.00	23,100.00			
<i>Sub-Total (LOT 2)</i>				<b>49,100.00</b>	-----		-----
<b>LOT 3 : Various Non-PS Supplies of SEPPD</b>							
Bond Paper (A3 Size 297 mm x 420 mm), 80 gsm	25	ream	787.00	19,675.00			
Sticker Paper: <ul style="list-style-type: none"> <li>● Matter</li> <li>● A4 Size</li> <li>● Color:White</li> <li>● Atleast 10 sheets per pack</li> </ul>	100	pack	53.00	5,300.00			
Flag Arrow Page Marker "sign here" <ul style="list-style-type: none"> <li>● Length: Atleast 43.2 mm</li> </ul>	100	pack	200.00	20,000.00			



<ul style="list-style-type: none"> <li>• Width: Atleast 25.4 mm</li> <li>• 50 flags</li> </ul>							
<i>Sub-Total (LOT 3)</i>				<b>44,975.00</b>	-----		-----
<b>LOT 4 : Various Non-PS Supplies of AFD</b>							
Tape Transparent, 24 mm	5	roll	40.00	200.00			
Tape Transparent, 48mm	5	roll	70.00	350.00			
Correction Tape, 8 meters	30	piece	50.00	1,500.00			
Data Folder, Long, Horizontal	10	piece	130.00	1,300.00			
Note pad, stick on, 2"x3", yellow,100 sheets per pad	102	pad	30.00	3,060.00			
Note pad, stick on, 3"x4", yellow,100 sheets per pad	123	pad	40.00	4,920.00			
Note pad, stick on, 3"x3", yellow,100 sheets per pad	93	pad	35.00	3,255.00			
<i>Sub-Total (LOT 4)</i>				<b>14,585.00</b>	-----		-----
<b>GRAND TOTAL</b>				<b>151,885.00</b>	-----		-----

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



<b>FINANCIAL OFFER</b>		
<b>Lot</b>	<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>1</b>	<b>Forty-Three Thousand Two Hundred Twenty-Five Pesos Only (PhP 43,225.00)</b>	In words: _____ _____ _____
<b>2</b>	<b>Forty-Nine Thousand One Hundred Pesos Only (PhP 49,100.00)</b>	In words: _____ _____ _____
<b>3</b>	<b>Forty-Four Thousand Nine Hundred Seventy-Five Pesos Only (PhP 44,975.00)</b>	In words: _____ _____ _____
<b>4</b>	<b>Fourteen Thousand Five Hundred Eighty-Five Pesos Only (PhP 14,585.00)</b>	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



<b>TERMS AND CONDITIONS</b>
1. Bidders shall provide the correct and complete information required in this form.
2. Price quotation/s must be valid for a period of <b><u>ONE HUNDRED TWENTY (120) CALENDAR days</u></b> 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 <b><u>LOT</u></b> . 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: <b><u>WITHIN THIRTY (30) CALENDAR DAYS UPON CONFORME OF PURCHASE ORDER.</u></b>
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. <b>Payments shall be based on actual items delivered.</b>
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.