



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: **March 16, 2023**

RFQ No.: **022-23**

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 **VARIOUS FOOD PROVISIONS FOR THE SECOND QUARTER MEETINGS OF BAFE (1ST BATCH)** 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 10 of this Request for Quotation (RFQ). Submit your quotation/proposal **duly signed by you or your duly authorized representative** not later than **March 23, 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; and*
3. **Notarized Omnibus Sworn Statement** preferably using the GPPB-prescribed form, for Approved Budget of Contract (ABC) **above P50,000.00**.

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**.


GLENN M. ERLANO
BAC Secretariat Head



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	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE
	(A)				(B)	(AxB)
LOT 1 : VARIOUS FOOD PROVISIONS FOR THE SECOND QUARTER MEETINGS OF BAFE-AFD (1ST BATCH)						
Human Resource Merit and Selection Board (HRMPSB) Various Meetings						
<i>April 13, 2023</i>						
AM Snack Sopas w/ boiled egg, Canned Juice	12	Pax	100.00	1,200.00		
Lunch Steamed Rice, Fried Tilapia, Chicken Adobo, Crab and Corn Soup, Fruits, Softdrinks	12	Pax	250.00	3,000.00		
<i>April 20, 2023</i>						
AM Snack Lomi w/ boiled egg, Drinks	12	Pax	100.00	1,200.00		
Lunch Steamed Rice, Chicken Afritada, Fish Fillet, Ginataang Sitaw at Kalabasa, Fruits, Softdrinks	12	Pax	250.00	3,000.00		
PM Snack Bilo Bilo, Canned Juice	12	Pax	100.00	1,200.00		
<i>April 28, 2023</i>						
AM Snack Pancit w/ Puto, Canned Juice	12	Pax	100.00	1,200.00		
Lunch Steamed Rice, Garlic Buttered Shrimp, Fried Chicken, Egg Drop Soup, Mango Sago, Softdrinks	12	Pax	250.00	3,000.00		
<i>May 2, 2023</i>						
AM Snack Lomi w/ egg, Canned Juice	12	Pax	100.00	1,200.00		
Lunch Steamed Rice, Fried Tilapia, Tortang Talong, Crab and Corn Soup, Macaroni Salad, Softdrinks	12	Pax	250.00	3,000.00		
<i>May 15, 2023</i>						
AM Snack Palabok w/ bread, Canned Juice	12	Pax	100.00	1,200.00		



Lunch Steamed Rice, Fried Chicken, Sinigang na Hipon, Macaroni Salad, Fruit- Banana, Softdrinks	12	Pax	250.00	3,000.00		
May 19, 2023						
AM Snack Ham and Cheese Sandwich, Canned Juice	12	Pax	100.00	1,200.00		
Lunch Steamed Rice, Chicken Adobo, Fried Bangus, Crab and Corn Soup, Mango Sago, Softdrinks	12	Pax	250.00	3,000.00		
June 5, 2023						
AM Snack Spaghetti, Canned Juice	12	Pax	100.00	1,200.00		
Lunch Steamed Rice, Chicken Tinola, Fried Tilapia, Pinakbet, Mango Sago, Softdrinks	12	Pax	250.00	3,000.00		
Food Provision for BAFE-BAC meeting for 2nd Quarter CY 2023						
April 14, 2023						
Lunch - Steamed Rice, Breaded Pork Chop, Gatang Kalabasa, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Siopao with sauce, Canned Juice	25	Pax	100.00	2,500.00		
April 28, 2023						
Lunch - Steamed Rice, Broccoli with Garlic, Sinigang Belly Salmon, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Clubhouse Sandwich, Canned Juice	25	Pax	100.00	2,500.00		
May 12, 2023						
Lunch - Steamed Rice, Buttered Chicken, Pakbet, Cream of Mushroom, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Spaghetti, Bread, Canned Juice	25	Pax	100.00	2,500.00		
May 19, 2023						
Lunch - Steamed Rice, Pork Humba, Chopsuey, Egg Soup, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Palabok, Puto, Canned Juice	25	Pax	100.00	2,500.00		
May 26, 2023						
Lunch - Steamed Rice, Garlic Chicken, Cordon Bleu, Vegetable, Soup, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Carbonara & Garlic Bread, Canned Juice	25	Pax	100.00	2,500.00		
June 2, 2023						
Lunch - Steamed Rice, Buttered Shrimp, Barbecue, Cream of Mushroom Soup Vegetable, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Spanish Bread, Pan de Coco, and Toasted Siopao, Canned Juice	25	Pax	100.00	2,500.00		



June 9, 2023						
Lunch - Steamed Rice, Chicken Adobo, Fried Fish, Vegetable, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Pancit and Shanghai, Canned Juice	25	Pax	100.00	2,500.00		
June 16, 2023						
Lunch - Steamed Rice, Chicken Inasal, Ensaladang Talong, Beef Nilaga, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack -Ilocos Empanada, Canned Juice	25	Pax	100.00	2,500.00		
June 23, 2023						
Lunch - Steamed Rice, Pork Menudo, Fish, Cream of Pumpkin Soup, Vegetable, Dessert, Softdrinks	25	Pax	250.00	6,250.00		
PM Snack - Special Ensaimada, Canned Juice	25	Pax	100.00	2,500.00		
Food Provision during the conduct of various activities for Quality Management System (QMS) for ISO 9001:2015 Certification of the Bureau of Agricultural and Fisheries Engineering (BAFE) for the 2nd Quarter of FY 2023						
Orientation on ISO 9001:2015 QMS and Process Walkthrough on May 9, 2023						
AM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	90	Pax	100.00	9,000.00		
Lunch Rice, Viand, Side Dish, Dessert and drinks	90	Pax	250.00	22,500.00		
PM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	90	Pax	100.00	9,000.00		
Workshop on Process Mapping and Risk-based Quality Planning on May 29-30, 2023						
May 29, 2023						
AM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
Lunch Rice, Viand, Side Dish, Dessert and drinks	40	Pax	250.00	10,000.00		
PM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
May 30, 2023						
AM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
Lunch Rice, Viand, Side Dish, Dessert and drinks	40	Pax	250.00	10,000.00		
PM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
Seminar-workshop on Streamlining Frontline Services on June 14-16, 2023						
June 14, 2023						



AM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
Lunch Rice, Viand, Side Dish, Dessert and drinks	40	Pax	250.00	10,000.00		
PM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
June 15, 2023						
AM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
Lunch Rice, Viand, Side Dish, Dessert and drinks	40	Pax	250.00	10,000.00		
PM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
June 16, 2023						
AM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
Lunch Rice, Viand, Side Dish, Dessert and drinks	40	Pax	250.00	10,000.00		
PM Snack Pasta/ Noodles/ Sandwich/ Kakanin and drinks	40	Pax	100.00	4,000.00		
Total (LOT 1)				239,850.00	-----	
LOT 2 : VARIOUS FOOD PROVISIONS FOR THE SECOND QUARTER MEETINGS OF BAFE-EPDSD (1ST BATCH)						
2nd Consultation Meeting on the Preparation of Design for Freshwater Hatchery Facilities on April 13, 2023						
AM snacks (PhP 100.00- burger/"kakanin", bottled drinks) Lunch (PhP 250.00- 1 variant (chicken or beef), vegetables, dessert, bottled drinks, and rice) PM Snacks (PhP 100.00- pasta, bottle drinks)	15	Pax	450.00	6,750.00		
1st Consultation on the Draft Procedural Manual for Valuation of Agricultural and Fisheries Mechanization and Infrastructure Projects on April 18, 2023						
AM snacks (PhP 100.00- burger/"kakanin", bottled drinks) Lunch (PhP 250.00- 1 variant (chicken or beef), vegetables, dessert, bottled drinks, and rice) PM Snacks (PhP 100.00- pasta, bottle drinks)	15	Pax	450.00	6,750.00		
1st Consultation Meeting on the Draft Reference Manual on the Preparation and Evaluation of FS on May 12, 2023						
AM snacks (PhP 100.00- burger/"kakanin", bottled drinks) Lunch (PhP 250.00- 1 variant (chicken or beef), vegetables, dessert, bottled drinks, and rice) PM Snacks (PhP 100.00- pasta, bottle drinks)	15	Pax	450.00	6,750.00		



Consultation for the Finalization of the Technical Bulletin for the Design of Ramp Pump Irrigation System (RPIS) on May 16, 2023						
AM snacks (PhP 100.00- burger/"kakanin", bottled drinks) Lunch (PhP 250.00- 1 variant (chicken or beef), vegetables, dessert, bottled drinks, and rice) PM Snacks (PhP 100.00- pasta, bottle drinks)	15	Pax	450.00	6,750.00		
Consultation on the Finalization of Procedural Manual for Valuation of Agricultural and Fisheries Mechanization and Infrastructure Projects on May 30, 2023						
AM snacks (PhP 100.00- burger/"kakanin", bottled drinks) Lunch (PhP 250.00- 1 variant (chicken or beef), vegetables, dessert, bottled drinks, and rice) PM Snacks (PhP 100.00- pasta, bottle drinks)	15	Pax	450.00	6,750.00		
Technical Working Group Meeting for the Reference Manual of Agricultural and Fisheries Machinery and Equipment on June 13, 2023						
AM snacks (PhP 100.00- burger/"kakanin", bottled drinks) Lunch (PhP 250.00- 1 variant (chicken or beef), vegetables, dessert, bottled drinks, and rice) PM Snacks (PhP 100.00- pasta, bottle drinks)	15	Pax	450.00	6,750.00		
1st Consultation on the Draft Technical Bulletin for the Design and Specifications of a Cacao Processing Facility on June 27, 2023						
AM snacks (PhP 100.00- burger/"kakanin", bottled drinks) Lunch (PhP 250.00- 1 variant (chicken or beef), vegetables, dessert, bottled drinks, and rice) PM Snacks (PhP 100.00- pasta, bottle drinks)	15	Pax	450.00	6,750.00		
Total (LOT 2)				47,250.00	-----	
LOT 3 : VARIOUS FOOD PROVISIONS FOR THE SECOND QUARTER MEETINGS OF BAFE-OD (1ST BATCH)						
Food Provision for the conduct of BAFE Management Committee Meeting (ManCom) for the 2nd Quarter FY 2023 at BAFE Conference Room						
April 10, 2023						
AM Snacks Burger/Pasta/Sandwich and drinks	20	Pax	100.00	2,000.00		
Lunch Rice, Beef/Chicken/Pork, Dessert with Drinks	20	Pax	250.00	5,000.00		
May 8, 2023						
AM Snacks Burger/Pasta/Sandwich and drinks	20	Pax	100.00	2,000.00		
Lunch Rice, Beef/Chicken/Pork, Dessert with Drinks	20	Pax	250.00	5,000.00		
May 22, 2023						
AM Snacks Burger/Pasta/Sandwich and drinks	20	Pax	100.00	2,000.00		



Lunch Rice, Beef/Chicken/Pork, Dessert with Drinks	20	Pax	250.00	5,000.00		
June 5, 2023						
AM Snacks Burger/Pasta/Sandwich and drinks	20	Pax	100.00	2,000.00		
Lunch Rice, Beef/Chicken/Pork, Dessert with Drinks	20	Pax	250.00	5,000.00		
June 19, 2023						
AM Snacks Burger/Pasta/Sandwich and drinks	20	Pax	100.00	2,000.00		
Lunch Rice, Beef/Chicken/Pork, Dessert with Drinks	20	Pax	250.00	5,000.00		
Total (LOT 3)				35,000.00	-----	
LOT 4 : VARIOUS FOOD PROVISIONS FOR THE SECOND QUARTER MEETINGS OF BAFE-PKMD (1ST BATCH)						
Food Provision for the Meeting on Knowledge Management Development						
May 16, 2023						
AM Snacks Burger/Pasta/Sandwich and Drinks	11	Pax	100.00	1,100.00		
Lunch Rice, Beef/Chicken/Pork, Dessert with Drinks	11	Pax	250.00	2,750.00		
PM Snacks Burger/Pasta/Sandwich and Drinks	11	Pax	100.00	1,100.00		
Food Provision for the RAFMES-ABEMIS Harmonization and Assessment Meeting						
June 30, 2023						
AM Snacks Burger/Pasta/Sandwich and Drinks	15	Pax	100.00	1,500.00		
Lunch Rice, Beef/Chicken/Pork, Dessert with Drinks	15	Pax	250.00	3,750.00		
PM Snacks Burger/Pasta/Sandwich and Drinks	15	Pax	100.00	1,500.00		
Total (LOT 4)				11,700.00	-----	
LOT 5 : VARIOUS FOOD PROVISIONS FOR THE SECOND QUARTER MEETINGS OF BAFE-SRED (1ST BATCH)						
Meeting on the Code of Technical Standards on Agricultural Buildings on May 11, 2023						
AM Snack Pasta, Soda	10	Pax	100.00	1,000.00		
Lunch Rice, Meat 1, Meat 2, Vegetable, Fruits in Season, Soda	10	Pax	250.00	2,500.00		
3rd Review Committee (RC) Meeting on May 17, 2023						
AM Snack Pasta, Soda	15	Pax	100.00	1,500.00		
Lunch	15	Pax	250.00	3,750.00		



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Rice, Meat 1, Meat 2, Vegetable, Fruits in Season, Soda						
Meeting on the Development of Guidelines/Administrative Procedures (surveillance assessment) on the Compliance Monitoring Activities (Quarter 2) on May 22, 2023						
AM Snack Native Filipino kakanin	10	Pax	100.00	1,000.00		
Lunch Rice, Meat 1, Meat 2, Vegetable, Fruits in Season, Soda	10	Pax	250.00	2,500.00		
PM SNACK Cheese Burger with Fries Soda	10	Pax	100.00	1,00.00		
Total (LOT 5)				13,250.00	-----	

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

FINANCIAL OFFER		
Lot	Approved Budget for the Contract	Total Offered Quotation
1	Two Hundred Thirty-Nine Thousand Eight Hundred Fifty Pesos Only (PhP 239,850.00)	In words: _____ _____ _____
2	Forty-Seven Thousand Two Hundred Fifty Pesos Only (PhP 47,250.00)	In words: _____ _____ _____
3	Thirty-Five Thousand Pesos Only (PhP 35,000.00)	In words: _____ _____ _____
4	Eleven Thousand Seven Hundred Pesos Only (PhP 11,700.00)	In words: _____ _____ _____
5	Thirteen Thousand Two Hundred Fifty Pesos Only (PhP 13,250.00)	In words: _____ _____ _____



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Email add: bafe@da.gov.ph

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. ⁽¹⁾ _(SEP)
2. Price quotation/s must be valid for a period of ONE HUNDRED TWENTY (120) CALENDAR days from the submission date of quotation. ⁽¹⁾ _(SEP)
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. ⁽¹⁾ _(SEP)
5. Quotations exceeding the Approved Budget for the Contract shall be rejected. ⁽¹⁾ _(SEP)
6. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified. ⁽¹⁾ _(SEP)
7. Awarding shall be done by LOT . 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. ⁽¹⁾ _(SEP)
8. Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representative/s. ⁽¹⁾ _(SEP)
9. Delivery and/or Installation Period: ON THE DAY OF THE EVENT
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. ⁽¹⁾ _(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. 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. ⁽¹⁾ _(SEP)