



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.: **024-23**

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 OFFICE SUPPLIES OF PPMD** 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 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 **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)***; and
**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**.

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 (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)
Clip, backfold, 19mm	20	box	25.00	500.00			
Clip, backfold, 25mm	20	box	35.00	700.00			
Clip, backfold, 32mm	20	box	45.00	900.00			
Clip, backfold, 50mm	20	box	70.00	1,400.00			
Double sided tape, 24mmx10y	22	pc	75.00	1,650.00			
Glue gun, Big	4	pc	200.00	800.00			
Glue Stick, Big	40	pc	10.00	400.00			
Stapler, heavy duty, binder	1	pc	1,800.00	1,800.00			
Heavy Duty stapler wire, 24mm	5	box	200.00	1,000.00			
Magnetic White Board Desk Planner	25	pc	350.00	8,750.00			
Sign pen, Black, liquid/gel, 0.5mm needle tip 12pcs/box	25	box	280.00	7,000.00			
Sign pen, Blue, liquid/gel, 0.5mm needle tip 12pcs/box	20	box	280.00	5,600.00			
Sign pen, Green, liquid/gel, 0.5mm needle tip 12pcs/box	10	box	280.00	2,800.00			
Tape flag, "sign here" 50 pcs per pack	70	pack	170.00	11,900.00			



Staple remover, plier type	10	pc	80.00	800.00			
Record Book, 300 pages, size: 214mmx278mm min	10	book	150.00	1,500.00			
Specialty Paper, A4, 10 sheets per pack at least 170gsm	50	pack	50.00	2,500.00			
TOTAL			-----	50,000.00	-----		-----

The above-quoted prices are **inclusive of all costs and applicable taxes.
 **Please see attached Technical Specifications on pages 5-7.*

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Fifty Thousand Pesos Only (PhP 50,000.00)	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



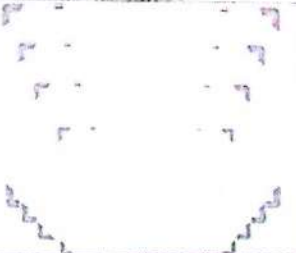



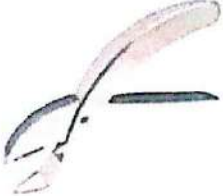
TERMS AND CONDITIONS
1. Bidders shall provide the correct and complete information required in this form. ⁽¹⁾ _(SEP)
2. Price quotation/s must be valid for a period of ONE HUNDRED TWENTY (120) CALENDAR days from the submission date of quotation. ⁽¹⁾ _(SEP)
3. Price quotation/s, to be denominated in Philippine 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: <u>within Thirty (30) calendar days upon receipt of Purchase 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. ⁽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)



TECHNICAL SPECIFICATIONS


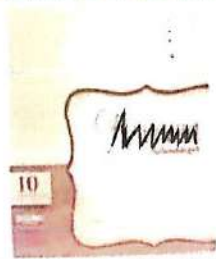
PARTICULARS	TECHNICAL SPECIFICATIONS	SAMPLE PHOTO
Clip	Backfold, 19mm Backfold, 25mm Backfold, 32mm Backfold, 50mm	
Double Sided Tape	24 mm width, 10 yards length	
Glue gun	-Big -220 V	
Glue stick	-Big -compatible with big glue gun	
Stapler	-Heavy duty -Binder type	
Staple wire	24 mm	



<p>Magnetic White Board Desk Planner</p>	<p>at least A4 in size</p>	
<p>Sign pen</p>	<p>-Ink color Blue -liquid/gel -0.5 mm needle tip -12 pcs/box</p>	
	<p>-Ink color Black -liquid/gel -0.5 mm needle tip -12 pcs/box -Ink color Green -liquid/gel -0.5 mm needle tip -12 pcs/box</p>	
<p>Tape Flag</p>	<p>-"sign here" -50 pcs per pack</p>	
<p>Staple Remover</p>	<p>Plier Type</p>	



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Record Book	-300 pages -214mm x 278 mm	
Specialty Paper	-A4 -10 sheets per pack -at least 70 gsm	

Prepared by:


ENGR. JEFFREY M. SEBASTIAN
Permanent Procurement Coordinator