



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 28, 2023**

RFQ No.: **030-23**

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 **Van Rental for Joint Technical Review for the FY 2024 Plan and Budget Proposals for Agri-Fisheries Machinery and Equipment, and Infrastructure Projects of the Department of Agriculture on May 2-5, 2023 in Region III** 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 **April 4, 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	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)
Van Rental *May 2, 2023 *Air-conditioned van *at least 13 seaters Itinerary: May 2, 2023: Pick-up from BAFE Office, Diliman, Quezon City to Hotel Venue in Region III and points	3	unit	15,000.00	45,000.00		
Van Rental *May 5, 2023 *Air-conditioned van *at least 13 seaters Itinerary: May 5, 2023: Pick-up from Hotel Venue in Region III to BAFE Office, Diliman, Quezon City	3	unit	7,500.00	22,500.00		
Inclusion and Notes: <ul style="list-style-type: none"> - Cost is inclusive of driver's fee, toll fees, gasoline, driver's food and accommodation - Vehicle should be disinfected everyday - There should be a disinfectant alcohol in the van for the use of passengers 						
TOTAL			-----	67,500.00	-----	

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

*Please see attached Itinerary on **Page 5**.



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<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Sixty-Seven Thousand Five Hundred Pesos Only (PhP 67,500.00)	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




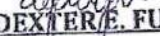
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ITINERARY OF TRAVEL
Joint Technical Review for the FY 2024 Plan and Budget Proposals for Agri-Fisheries Machinery and Equipment, and Infrastructure Projects of the Department of Agriculture
May 2 & 5, 2023

SCHEDULE	LOCATION
Day 1 (May 2, 2023)	
07:00 AM - 09:00 AM	Travel From BAFE Office, Diliman, Quezon City to Venue (Region III)
09:00 AM - 10:00 AM	Arrival and Registration of Participants
10:00 AM - 12:00 NN	Design assessment and site visit of Onion Cold Storage Facilities (Region III and points)
12:00NN - 1:00 PM	Lunch Break
03:00 PM - 05:00 PM	Travel from Site to Venue (Region III)
Day 4 (May 5, 2023)	
03:00 PM - 05:00 PM	Venue (Region III) to BAFE Office, Diliman, Quezon City

Prepared by:


ENGR. KRISTEL CAMILLE I. TAPIRE
Engineer II, EPDSD


ENGR. DEXTER E. FULGAR
Engineer II, EPDSD

Noted by:


ENGR. NOEMI L. CARPIO
Chief, EPDSD