



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: **June 9, 2023**

RFQ No.: **051-23**

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 the **Various Food Provision for Third Quarter 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 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 **June 15, 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 Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City**. Alternatively, 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**.

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at **bafe.procurement@gmail.com**.


for
GLENN M. EREANO
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	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE	OFFERED BRAND & MODEL
	(A)				(B)	(AxB)	(IF APPLICABLE)
LOT 1 - Food Provision for the Launching of the National FMR Network Plan 2023-2028 cum Inauguration and Turnover of FMR project in Region III							
<i>July 4, 2023</i>							
AM Snacks Burger/Pasta /Sandwich and Drinks	250	Pax	100.00	25,000.00			
Lunch Rice, Beef/ Chicken/Pork, Dessert with Drinks	250	Pax	250.00	62,500.00			
PM Snacks Burger/Pasta/Sandwich and Drinks	250	Pax	100.00	25,000.00			
TOTAL (LOT 1)			-----	112,500.00			
LOT 2 - Various Food Provision for Third Quarter Meetings of BAFE (1st Batch)							
Food Provision for the Various Meeting of Monitoring, Assessment, and Evaluation of Completed Agricultural Infrastructure Projects and Machinery Inventory for 3rd Quarter of CY 2023 (PPMD)							
<i>July 4, 2023</i>							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			
Lunch Rice, Viand, Side Dish, Dessert and drinks	15	Pax	250.00	3,750.00			
<i>July 18, 2023</i>							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			



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Lunch Rice, Viand, Side Dish, Dessert and drinks	15	Pax	250.00	3,750.00			
August 8, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			
Lunch Rice, Viand, Side Dish, Dessert and drinks	15	Pax	250.00	3,750.00			
August 22, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			
Lunch Rice, Viand, Side Dish, Dessert and drinks	15	Pax	250.00	3,750.00			
September 5, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			
Lunch Rice, Viand, Side Dish, Dessert and drinks	15	Pax	250.00	3,750.00			
September 26, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			
Lunch Rice, Viand, Side Dish, Dessert and drinks	15	Pax	250.00	3,750.00			
Sub-Total			-----	31,500.00			
Food Provision during the conduct of various implementation for EPDSD on July to September 2023 (EPDSD)							
1st Consultation Meeting on the Draft Revised Guidelines for Valuation of Agricultural and Fisheries Mechanization and Infrastructure Project on July 4, 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			



<i>DA_Coordination_Meeting on the Renewable Energy Program for the Agri-Fishery Sector (REPAFS) on July 20,2023</i>							
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			
<i>2nd Consultation Meeting on the Draft Reference Manual on FS Preparation and Evaluation on August 1, 2023</i>							
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			
<i>Consultation Meeting on the Finalization of Technical Bulletin for Cacao Processing Facility on August 28, 2023</i>							
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			
<i>National Consultation Meeting on the Draft Revised Guidelines for the Valuation of Agricultural and Fisheries Mechanization and Infrastructure Project on September 12, 2023</i>							
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			
<i>3rd Consultation Meeting on the Preparation of Design for Freshwater Hatchery Facilities on September 14, 2023</i>							
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			
<i>Sub-Total</i>			-----	40,500.00			



Food Provision for the conduct of BAFE BAC Meeting for the 3rd Quarter CY 2023 (AFD)							
July 5, 2023							
Lunch Steamed Rice, Breaded Pork Chop, Chicken Tinola, Vegetable, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Bilo Bilo, Canned Juice	30	Pax	100.00	3,000.00			
July 12, 2023							
Lunch Steamed Rice, Chicken Adobo, Sinigang Belly Salmon, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Clubhouse Sandwich, Canned Juice	30	Pax	100.00	3,000.00			
July 19, 2023							
Lunch Steamed Rice, Buttered Chicken, Pakbet, Creamy Mushroom Soup, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Spaghetti, Bread, Canned Juice	30	Pax	100.00	3,000.00			
July 26, 2023							
Lunch Steamed Rice, Pork Humba, Chopsuey, Egg Soup, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Pancit, Puto, Canned Juice	30	Pax	100.00	3,000.00			
August 2, 2023							
Lunch Steamed Rice, Garlic Chicken, Vegetable, Sinigang na Hipon, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Carbonara & Garlic Bread, Canned Juice	30	Pax	100.00	3,000.00			



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August 9, 2023							
Lunch Steamed Rice, Buttered Shrimp, Barbecue, Vegetable, Cream of Mushroom, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Ham and Cheese Sandwich, Canned Juice	30	Pax	100.00	3,000.00			
August 16, 2023							
Lunch Steamed Rice, Pork Adobo, Pakbet, Sinigang na Hipon, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Pancit, Shanghai, Canned Juice	30	Pax	100.00	3,000.00			
August 23, 2023							
Lunch Steamed Rice, Chicken Inasal, Vegetable, Beef Nilaga, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Ilocos Empanada, Canned Juice	30	Pax	100.00	3,000.00			
August 30, 2023							
Lunch Steamed Rice, Pork Menudo, Vegetable, Bulalo, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Special Ensaymada, Canned Juice	30	Pax	100.00	3,000.00			
September 6, 2023							
Lunch Steamed Rice, Garlic Buttered Shrimp, Vegetable, Egg Drop Soup, Mango Sago, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Palabok, Bread, Canned Juice	30	Pax	100.00	3,000.00			



September 13, 2023							
Lunch Steamed Rice, Fish Fillet, Chicken Tinola, Vegetable, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Kakanin, Canned Juice	30	Pax	100.00	3,000.00			
September 20, 2023							
Lunch Steamed Rice, Pork Steak, Garlic Broccoli, Beef Nilaga, Desert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Siopao with Sauce, Canned Juice	30	Pax	100.00	3,000.00			
September 27, 2023							
Lunch Steamed Rice, Chicken Afritada, Vegetable, Creamy Mushroom Soup, Dessert, Softdrinks	30	Pax	250.00	7,500.00			
PM Snacks Pancit, Puto, Canned Juice	30	Pax	100.00	3,000.00			
Sub-Total			-----	136,500.00			
Food Provision for the Conduct of BAFE Management Committee Meeting (ManCom) for the 3rd Quarter of FY 2023 at BAFE Conference Room (OD)							
July 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			
July 24, 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			
August 7, 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			



August 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			
September 4, 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			
September 18, 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			
Sub-Total			-----	42,000.00			
Food Provision for the Finalization of the proposed revision on the DA AO No.16 Series of 2020 (Revised General Guidelines in the Implementation of the Department of Agriculture FMRDP) (SEPPD)							
July 18, 2023							
AM Snacks Burger/Pasta /Sandwich and Drinks	25	Pax	100.00	2,500.00			
Lunch Rice, Beef/ Chicken/Pork, Dessert with Drinks	25	Pax	250.00	6,250.00			
PM Snacks Burger/Pasta/Sandwich and Drinks	25	Pax	100.00	2,500.00			
Sub-Total			-----	11,250.00			
Food Provision for the Various Meeting of the Implementation of the Agri-Fishery Machinery and Equipment Service Centers, and Monitoring, assessment and evaluation of Fuel Discount for the Farmers and Fisherfolks (PPMD)							
July 19, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	10	Pax	100.00	1,000.00			
Lunch Rice, Viand, Side Dish, Dessert and drinks	10	Pax	250.00	2,500.00			
July 28, 2023							
AM Snack	10	Pax	100.00	1,000.00			



Pasta/ Noodles/ Sandwich/ Bun, and Drinks							
Lunch Rice, Viand, Side Dish, Dessert and drinks	10	Pax	250.00	2,500.00			
August 9, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			
August 25, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	10	Pax	100.00	1,000.00			
Lunch Rice, Viand, Side Dish, Dessert and drinks	10	Pax	250.00	2,500.00			
September 15, 2023							
AM Snack Pasta/ Noodles/ Sandwich/ Bun, and Drinks	15	Pax	100.00	1,500.00			
Sub-Total			-----	13,500.00			
TOTAL (LOT 2)			-----	275,250.00	-----		

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

FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
LOT 1 One Hundred Twelve Thousand Five Hundred Pesos Only (PhP 112,500.00)	In words: _____ _____ _____
LOT 2 Two Hundred Seventy-Five Thousand Two Hundred Fifty Pesos Only (PhP 275,250.00)	In words: _____ _____ _____



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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. [SEP]
2. Price quotation/s must be valid for a period of ONE HUNDRED TWENTY (120) CALENDAR days from the submission date of quotation. [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. [SEP]
5. Quotations exceeding the Approved Budget for the Contract shall be rejected. [SEP]
6. No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified. [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. [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. [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. [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. [SEP]
14. The Winning Bidder shall submit the originally-signed quotation/proposal and other eligibility requirements (Certified True Copy) personally or via courier prior to payment of the completed contract.