



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 Nos. (02) 8351-8120, 8294-9741
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7 June 2023

REQUEST FOR QUOTATION
NEGOTIATED PROCUREMENT - TWO-FAILED BIDDINGS
NP 002-23-2F

SUPPLY, DELIVERY, AND INSTALLATION OF VARIOUS SOFTWARE AND SUBSCRIPTIONS FOR THE OFFICIAL USE OF BAFE PERSONNEL

1. The **Bureau of Agricultural and Fisheries Engineering (BAFE)** intends to procure the “Supply and Delivery of One (1) Unit Brand New Air-Conditioned Motor Vehicle for the Bureau of Agricultural and Fisheries Engineering (BAFE)” with the Approved Budget for the Contract (ABC) of **Four Hundred Fifteen Thousand Five Hundred Pesos (PhP 415,500.00)**.
2. The BAFE, through its Bids and Awards Committee (BAC), now invites technically, legally, and financially capable suppliers for the said requirement.
3. The procurement procedure for this requirement is Negotiated Procurement - Two Failed Biddings pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act (R.A.) NO. 9184, otherwise known as the “Government Procurement Reform Act”. Including Annex H thereof.
4. Interested bidders may obtain further information from BAFE-BAC Secretariat at the address given below **starting June 8, 2023**, from Monday to Friday, from 8:00 AM to 5:00 PM, before the **opening of bids scheduled on June 28, 2023, 02:00 PM PST**.
5. The schedule of bidding activities is herein stated below:

Activities	Schedule	Venue
1. Posting of Request for Quotation	June 8, 2023	BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City
2. Negotiation with all Interested Bidders	June 16, 2023, 02:00 PM	
3. Deadline for Submission of Quotation	June 28, 2023, 01:00 PM	
4. Opening of Technical Proposal and Best Offer	June 28, 2023, 02:00 PM	

ELIGIBILITY DOCUMENTS:

I. Class "A" Documents

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) with current and updated Class "A" eligibility documents; or
 - Registration Certificate (DTI Certificate or SEC Certificate); and,
 - Recent Valid Mayor's/Business Permit; and,
 - Tax Clearance per Executive Order No. 398, series of 2005 as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and,
 - Philippine Contractors Accreditation Board (PCAB) license, if applicable.
- b. Statement of all Ongoing Private and Government Contracts, including Contracts Awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- c. Statement of Single Largest Completed Contract (SLCC) which is similar in nature (i.e. **Various Software and Subscriptions**), within two (2) years from the date of submission and receipt of bids. Any of the following documents must be submitted corresponding to the listed contracts per submitted copy of the end-user's acceptance, official receipts, or sales invoice;
- d. Conformity with the Technical Specifications, which may include Production/Delivery Schedule, Manpower Requirements, and/or After-Sales Service/Parts, if applicable;
- e. Original duly signed Omnibus Sworn Statement using the prescribed form; and, if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder;
- f. Bid Securing Declaration in any of the following forms:
 - Cash or cashier's manager's check, bank draft/guarantee, or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
 - Surety Bond (5% of the ABC) with a Certificate from the Insurance Commission; or
 - Bid Securing Declaration
- g. Duly signed Net Financial Contracting Capacity (NFCC); or Committed Line of Credit from Universal or Commercial Bank in lieu of its NFCC Computation;
- h. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; and

Class "B" Documents

- a. Copy of Joint Venture Agreement or Duly Notarized Statement in accordance with Section 23.1 (b) of the 2016 Revised IRR, if applicable;

INSTRUCTIONS TO BIDDERS:

1. **ONLY SEALED CANVASS SHALL BE CONSIDERED BY THE BAC.** The bidders/suppliers shall reflect on the envelope the RFQ Number. The BAC shall not be responsible for the pre-emptive/premature opening of the proposal.
2. Any interlineations, erasures, or overwriting shall be valid only if they are **signed or initialed** by the Bidders/Suppliers or their Authorized Representative.
3. Indicate “**Comply**” per line/parameter under the Statement of Compliance if you can meet the technical specifications and project requirements and indicate the Brand and Model of the Goods with supporting attachment such as brochures, technical data or manual
4. Quotation/s must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
5. Price quotation(s) submitted shall be valid for the period of **ONE HUNDRED TWENTY (120)** days reckoned from the deadline for submission of quotations as reflected in this form.
6. Terms of Payment: **Thirty (30) working days from the delivery date of the item(s).**
7. Quotation(s)/Proposal(s) shall be submitted at the **BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.**
8. Awarding shall be done per **LOT.**
9. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the BAFE-BAC shall employ “draw lots” as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
10. Delivery and/or Installation Period: **Sixty (60) calendar days upon receipt of approved Purchase/Work Order.**

11. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security within a maximum period of **ten (10) calendar days** from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract;
12. The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:
13. Failure of the successful bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award;
14. Warranty security shall be required from the contract awardee for a minimum of three (3) months, in the case of Expendable Supplies, or a minimum of one (1) year, in the case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies;
15. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but not exceed five percent (5%) of the total contract price; and
16. The said amounts shall only be released after the lapse of the warranty period or, in the case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.
17. The Uniform Guidelines for Blacklisting set forth in Appendix 17 of the 2016 Revised IRR of RA 9184 shall apply in case any of the violations listed under Items 4.1 and 4.2 thereof is/are committed without prejudice for the forfeiture of performance security.
18. The BAFE reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

LOT NO.	DESCRIPTION	QTY.	CEILING FOR TOTAL PRICE (PHP)	UNIT PRICE (PHP)	TOTAL PRICE (PHP)	STATEMENT OF "COMPLY" OR "NOT COMPLY"
1	Supply, Delivery, and Installation of Various Software and Subscriptions for the Official Use of BAFE Personnel					
	VIDEO PROCESSING SUBSCRIPTION (FEATURES/FUNCTIONS)	1	20,000.00			
	→ Licenses should be for 1 year cloud-based software Professional video editing software for creating content web videos and other animations for any medium.					
	→ Must be compatible and can be integrated with any medium software installed in office laptops.					
	→ Must be compatible with current office laptops with Windows 10 (64-bit) operating system.					
	→ Must be able to operate with eight (8) gigabytes of random access memory (RAM).					
	→ Must be able to create videos with at least two (2) gigabytes of the graphic processing unit (GPU) video random access memory (VRAM).					
	→ Unlimited video & audio tracks, Storyboard and timeline synchronization, Nested timelines.					
	→ Adjustment tracks, Keyframing & automation control.					
	GRAPHIC PROCESSING SUBSCRIPTION (FEATURES/FUNCTIONS)	1	15,100.00			
	→ Licenses should be for one (1) year of cloud-based software Vector graphics software for creating/illustrating web and mobile graphics such as logos, icons, drawings, typography, and complex illustrations for any medium.					
	→ Must be compatible with current office laptops with Windows 10 (64-bit) operating system Must be able to operate with eight (8) gigabytes of random access memory (RAM) available.					
	→ Must be able to render graphics design.					
	→ Must be compatible and can be integrated with the current Adobe Photoshop and other Adobe software installed in office laptops. → Step-by-step tutorials and can access to the latest features and updates.					

	IMAGE PROCESSING SUBSCRIPTION (FEATURES/FUNCTIONS)					
	<ul style="list-style-type: none"> → Curved text Generator. → Photo effects. → Image enhancer. → Add frames to photos. → Add text to photos. → 100+ million premium stock photos, videos, audio, and graphics 610,000+. → Premium and free templates with new designs daily Easily save and apply your brand's visual identity with up to 100 Brand Kits. → Remove image backgrounds instantly with the Background Remover feature. → Resize designs infinitely with Magic Resize. → Unlimited features, folders, and premium content Schedule social media content to eight platforms with 1TB of cloud storage. 	7	21,000.00			
	OFFICE PRODUCTIVITY SOFTWARE (PERPETUAL) (FEATURES/FUNCTIONS)					
	<ul style="list-style-type: none"> → One-time purchase for 1 PC or Mac - software that allows for the viewing, creating and modifying of general office documents. → Provide a standard document format. → Ability to format and customize documents as desired. → Ability to track changes to a document. → Ability to create interactive presentations. → Ability to create form letters and perform mail merges. → Ability to create customized spreadsheet applications. → Ability to create charts and graphs. → Ability to check a document for grammar and spelling inaccuracies. → Compatible with Windows 11, Windows 10, or macOS* - Works with Microsoft Teams. 	10	200,000.00			

	PROJECT MANAGEMENT SOFTWARE (PERPETUAL) (FEATURES/FUNCTIONS)					
	→ One-time purchase for 1 PC.	1	48,400.00			
	→ Improve project selection and on-time delivery.					
	→ Generate project timelines, budgets, and resources.					
	→ With automated scheduling tools, manage resources effectively to build project teams, and make informed decisions with built-in reports.					
	→ Operating system: compatible with windows.					
	CLOUD STORAGE (100GB) ANNUAL SUBSCRIPTION (FEATURES/FUNCTIONS)					
	→ At least 100 Gigabyte of cloud storage	7	7,000.00			
	→ Share with up to 5 users					
	→ Extra member benefits					
	SECURE SOCKET LAYER CERTIFICATE (YEARLY SUBSCRIPTION) (FEATURES/FUNCTIONS)					
	→ Domain validation	2	24,000.00			
	→ Unlimited Sub-domain					
	→ Support SHA2 algorithm & ECC 128/256-bit Encryption					
	SHARED WEB HOSTING (YEARLY) (FEATURES/FUNCTIONS)					
	→ 30 GB Disk Space	2	20,000.00			
	→ 300 GB Monthly Data Transfer					
	→ 99.5% uptime Network availability					
	→ Panel Administration access					
	→ 1 allowable domain name					
	→ 2GB email storage					
	→ 300 email sending limit					

	ANTI-VIRUS END-POINT SECURITY (5 DEVICES FOR 2 YEARS SUBSCRIPTION)				
	→ Version: at least 2022 or latest	30	80,000.00		
	→ Online Support: Yes				
	→ Password Manager: Yes				
	→ Safe Web Browsing: Yes				
	→ Performance Optimization: Yes				
	→ SHA-2 and 2048 Bit Encryption				
	→ Multi-device Compatibility				
	→ Encrypted Storage				
	System Requirements:				
	→ OS: Windows 7 or later, macOS X 10.10 or later				
	→ Processor: 1.6 GHz Dual Core Processor				
	→ RAM: 1 GB RAM				
	→ Disk Space: 500 MB				
	***Attached are the detailed TECHNICAL SPECIFICATIONS to be COMPLIED with, and additional documentary requirements needed to be submitted during post-qualification, marked as Annex "A" of this Request for Quotation				
	Grand Total		415,500.00		-----

(Original signed)
ENGR. JANICE P. VARGAS
 Chairperson, Bids and Awards

Bids and Awards Committee (BAC)

BAFE Office, Sugar Center, Annex II Building Extension
North Avenue, Diliman, Quezon City

MADAM:

In connection with the above requirement(s), I/We submit our quotation/proposal indicated above. I/We carefully read and fully understand the minimum requirements and agree to furnish and/or deliver the above-mentioned requirements(s) in conformity with the specifications/terms or reference/scope of work indicated/attached thereto.

_____	_____	_____
Signature Over Printed Name	Name of the Company	PhilGEPS Registration Number
_____	_____	_____
Contact Number	Office Address	Email Address of the Bidder

Terms of Payment:

Payment shall be made through Land Bank's LDDP-ADA/Bank Transfer, Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Bank Institution : _____
Account Number : _____
Account Name: _____
Branch : _____