



REQUEST FOR QUOTATION

Date: **July 28, 2023**

RFQ No.: **057-23**

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 **Provision of Postage and Courier Services for BAFE** 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 **August 2, 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 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**.


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)
Provision of postage and courier services for BAFE	1	lot	375,000.00	375,000.00		
TOTAL			-----	375,000.00	-----	

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

Please see attached Technical Specification on **Pages 5- 13.*





<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Three Hundred Seventy Five Thousand Pesos Only (PhP 375,000.00)	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. [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: The Freight/Courier service contract shall start from August 2023 to December 2023.
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 services 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.





Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
SRA Compound, Annex II Building Ext,
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(02) 8351-8120, (02) 8294-9741



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TECHNICAL SPECIFICATION

PROVISION OF COURIER SERVICES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)

I. RATIONALE

The Bureau of Agricultural and Fisheries Engineering (hereinafter referred to as "BAFE") by virtue of Republic Act 10601, otherwise known as the Agricultural and Fisheries Mechanization Law, is mandated to monitor the implementation of the National Agricultural and Fisheries Modernization Plan of the Department of Agriculture. Moreover, it shall plan, implement, and evaluate the development of agricultural mechanization and infrastructure in the agriculture sector. Likewise, it is the regulatory arm of the Department of Agriculture (DA) mandated to issue permits to operate (PTO) to agriculture and fishery tools and equipment manufacturers, fabricators, assemblers, and importers, and evaluate and issue certificate of conformity (CC) as well as implement accreditation and registration scheme for agriculture and fishery machinery, tools and equipment.

In order for BAFE to serve its mandates as stipulated in RA 10601, it needs to engage the services of a qualified courier service provider (hereinafter referred to as the "Service Provider") to perform efficient, timely, and secured delivery of its official documents, parcels and relevant materials to domestic and international destinations.

II. SCOPE OF SERVICES

The Service Provider shall provide courier services for BAFE. To this end, it shall perform the following functions and responsibilities:

1. The item subject of courier services shall include but not limited to:
 - a. Mailing envelope containing official letters, checks.
 - b. Brown envelope containing documents, publications and legal documents.
 - c. Packages containing publications, calendars, pamphlets, journals and DED and POWs.

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2. Door-to-door collection and delivery of documents. The Service Provider representative must pick-up the parcels/documents from the BAFE office daily or as the need arises, and deliver them to the specified address following the delivery schedule or schedule of requirements provided below.

Delivery Schedule/Schedule of Requirements

AREA OF DISTRIBUTION	EXPECTED DELIVERY DATE
Metro Manila (NCR)	To be delivered within two (2) days upon receipt of the documents from the Records Section. <i>Daily pick up time is 3:00 PM.</i>
Luzon	To be delivered within five (5) working days upon receipt of the documents from the Records Section. <i>Daily pick up time is 3:00 PM.</i>
Visayas	To be delivered within seven (7) working days upon receipt of the documents from the Records Section. <i>Daily pick up time is 3:00 PM.</i>
Mindanao	To be delivered within seven (7) working days upon receipt of the documents from the Records Section. <i>Daily pick up time is 3:00 PM.</i>

***The schedule may be modified anytime at the option of the BAFE, provided that the Service Provider be given notice of such modification one (1) week prior to the effectivity of the change.*

3. Must have an assigned servicing branch and at least one (1) alternate branch to execute the terms in the contract agreement between BAFE and the Service Provider. If the main and alternate branches are unavailable, the Service Provider must immediately endorse BAFE to another servicing branch with the same terms as stated in the contract;

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4. Ensure on-time delivery of packages, mails and documents in all cities and municipalities covered by the Service Provider within the National Capital Region, Luzon, Visayas, Mindanao, and international destinations based on the schedule of requirements issued by the Records Section of BAFE;
5. Provide real time mobile or online document tracking system;
6. Should have an assigned point person that will handle the account and all the necessary transactions of BAFE with the courier Service Provider;
7. Submit a duly signed certified true and correct **monthly summary report and-Proof of Deliveries (PODs)**, or other forms of verification not later than ten (10) working days after the end of each month. Delivery of PODs or other forms of verification to BAFE must not incur additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the Service Provider or its authorized representative;
8. Undertake **at least two (2) attempts** to deliver the mails and documents coursed through it. If undelivered after the first attempt, the Service Provider shall immediately notify BAFE, and wait for its instructions. BAFE may then modify the delivery details (e.g.different floor/unit but same building, or different recipient but same address, etc.) to aid in the second attempt to deliver the documents, without additional cost unless such modification resulted to a new delivery address. If it remains undelivered, the Service Provider shall return the documents to BAFE, stating a justifiable reason and proof for non-delivery thereof. In case the service provider is unable to return the undelivered parcels/return to sender (RTS) mails to BAFE, they must submit a notarized affidavit of loss, and the cost of the said items shall also be deducted from the Statement of Account (SOA); In addition, BAFE may ask for liquidated damages by asking the service provider to pay for the amount of the lost item.
9. The Statement of Account (SOA) to be issued by the Service Provider to BAFE should be based on the actual number of deliveries made per month. In case of delivery to remote areas, additional fees may be charged accordingly. For parcels that will exceed the legal size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly; and

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10. The Service Provider must attach to its bid the filled-out forms in Annexes A and B of this TOR and submit pertinent supporting documents.

III. MINIMUM QUALIFICATIONS

1. The Service Provider must have a reputable track record in nationwide worldwide courier services and must have been in the same business for at least three (3) years as evidenced by Certificate of Registration;
2. The Service Provider must have completed at least two similar contracts with another Philippine government agency/ies for the past three (3) years, submitting to BAFE a summary of completed projects as certified by the Service Provider authorized representative or certificate of satisfactory performance;
3. The Service Provider must offer domestic and international courier services;
4. The Service Provider must have several branches nationwide (Luzon, Visayas, Mindanao, NCR and must have partner courier services internationally); and
5. The Service Provider should have an assigned point person that will handle the account and all the necessary transactions of BAFE, submitting a copy of his/her government-issued identification card and company employee ID to BAFE upon signing of the Work Order.

IV. CONTRACT DURATION

The Freight/Courier service contract shall start from **August 2023 to December 2023**.

V. APPROVED BUDGET OF CONTRACT AND MODE OF PROCUREMENT

The Approved Budget for the Contract is **Three Hundred Seventy-Five Thousand Pesos (Php 375,000.00)**, inclusive of all applicable government taxes, service charges, and other additional fees, for delivery to remote areas subject to the usual budgeting, accounting and auditing rules and regulations.

VI. PAYMENT SCHEME

Service Provider should provide SOA or billing statement within seven (7) days from the last day of a given period. BAFE shall pay the Service Provider on a monthly basis within fifteen (15) calendar days upon receipt of the SOA or billing statement of a given period, duly certified true and correct monthly

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report and/or Proof of Deliveries (PODs) or other forms of verification that the recipients have received their packages, and a Certificate of Satisfactory Service Rendered issued by the Records Section of BAFE. Should there be undelivered parcels/Return-To-Sender (RTS) mails, the same should be completely delivered to BAFE prior to processing of payment. In case of lost or unlocated parcels, the Service Provider shall provide a notarized affidavit of loss and the same must be deducted from the SOA. BAFE may hold the processing of payment for failure to submit the complete documentary requirements stated above.

VII. DISPUTE RESOLUTION

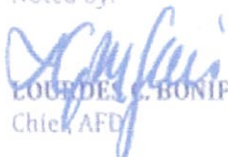
1. Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
2. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the TOR must be in writing, signed and acknowledged by the Parties.

Prepared by:


ANNA RICA P. ABAYON
End-user (Records Section)

Noted by:


LOURDES C. BONIFACIO
Chief, AFD

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ANNEX A. TECHNICAL SPECIFICATIONS

Bidders must state "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each "Specification".

Item	Specification	Bidder's Statement of Compliance
1	The Service Provider must have a reputable track record in nationwide courier services and must have been in the same business for at least three (3) years as evidenced by Certificate of Registration.	
2	The Service Provider must have completed at least two similar contracts with another Philippine government agency/ies for the past three years, submitting to BAFE a summary of completed projects as certified by the Service Provider authorized representative or certificate of satisfactory performance.	
3	The service provider must offer domestic and international courier service.	
4	The service provider must have several branches nationwide.	
5	The service provider should have an assigned point person that will handle the account and all the necessary transactions of BAFE with the service provider.	
6	The Service Provider must have an assigned servicing branch and at least one (1) alternate branch to execute the terms in the contract agreement between BAFE and the Service Provider. If both the main and alternate branches are unavailable, the Service Provider must immediately endorse BAFE to another servicing branch with the same terms as stated in the contract	
7	The service provider must have the capacity to accomplish the following: Door-to-door collection and delivery of documents; Deliver to the following locations: all provinces, cities, municipalities and barangays in NCR, Luzon, Visayas and Mindanao;	

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<p>Ensure on-time delivery of mails and documents specified in the Terms of Reference;</p> <p>Provide real time mobile or online document tracking system and submit a daily report of delivery status to the Records Unit of the BAFE through e-mail;</p> <p>Submit a duly signed monthly summary report supported by Proof of Deliveries (PODs) or other forms of verification not later than five (5) working days after the end of the month. Delivery of PODs or other forms of verification to BAFE shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the service provider or its authorized representative;</p> <p>Provide a pouch and/or box for packaging of parcels;</p> <p>Undertake at least two (2) attempts to deliver the mails and documents coursed through it. If undelivered after the first attempt, the service provider shall immediately notify the BAFE and wait for its instructions. The BAFE may then modify the delivery details(e.g. different floor/unit but same building, or different recipient but same address, etc.) to aid in the second attempt to deliver the documents, without additional cost unless such modification resulted to a new delivery address. If it remains undelivered, the service provider shall return the documents to BAFE, stating a justifiable reason and proof for non-delivery thereof. If unable to return the undelivered parcels to BAFE, the Service Provider must submit a notarized affidavit of loss. Said item shall also be deducted from the SOA.</p> <p>Comply with the delivery schedule or schedule of requirements.</p>	
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8	The Statement of Account (SOA) to be issued by the Service Provider to BAFE should be based on the actual number of deliveries made per month. In case of delivery to remote areas, additional fees may charged accordingly. For parcels that will exceed the legal-size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly.	
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ANNEX B. AREA OF DISTRIBUTION AND ESTIMATED NUMBER OF PARCELS FOR FIVE MONTHS

GEOGRAPHIC LOCATION	ESTIMATED NUMBER OF DOCUMENTS (August 2023-DECEMBER 2023)
NCR	
Express Letter (Max 100 grams)	55
1 Pounder (Min. 500 grams)	163
3 Pounder (Min. 1.5 kilos)	68
General Cargo (Min. 3 kilos)	10
LUZON	
Express Letter (Max 100 grams)	77
1 Pounder (Min. 500 grams)	120
3 Pounder (Min. 1.5 kilos)	316
General Cargo (Min. 3 kilos)	159
VISAYAS	
Express Letter (Max 100 grams)	72
1 Pounder (Min. 500 grams)	68
3 Pounder (Min. 1.5 kilos)	169
General Cargo (Min. 3 kilos)	62
MINDANAO	
Express Letter (Max 100 grams)	72
1 Pounder (Min. 500 grams)	95
3 Pounder (Min. 1.5 kilos)	205
General Cargo (Min. 3 kilos)	102

**Specified quantities are indicative numbers and for bidding purposes only.*

***Indicated price shall be used in the actual implementation of contract, except for the estimated International Destination rates which may vary on the actual destination of parcels.*

Packages may contain annual report, publications, pamphlets, IEC materials etc.