



REQUEST FOR QUOTATION

Date: **August 3, 2023**

RFQ No.: **058-23**

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 VARIOUS NON-PS OFFICE SUPPLIES OF AFD AND SEPPD FOR 2ND SEMESTER FY 2023** 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 **August 11, 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
Head, BAC Secretariat

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)	OFFERED BRAND & MODEL (IF APPLICABLE)
VARIOUS NON-PS OFFICE SUPPLIES FOR FOR 2ND SEMESTER OF AFD							
Paper, Multicopy A4, 500 sheets per ream, 80 gsm	180	ream	295.00	53,100.00			
Paper, Multicopy Legal, 500 sheets per ream, 80 gsm	90	ream	330.00	29,700.00			
Arch File Folder, Horizontal, color: blue	125	piece	145.00	18,125.00			
Data File Box, Legal, Horizontal, color: blue, made of Chipboard	50	piece	140.00	7,000.00			
Correction Tape, at least 8 meters	100	piece	25.00	2,500.00			
Scissors, symmetrical, at least 6 inches	20	piece	35.00	700.00			
Tape, Transparent, 24mm	20	piece	35.00	700.00			
Tape, Packaging, 48mm	10	piece	60.00	600.00			
Correction Pen Type, Fluid, 9 mL	5	piece	35.00	175.00			
Sub total			-----	112,600.00			
VARIOUS NON-PS OFFICE SUPPLIES FOR FOR 2ND SEMESTER OF SEPPD							
Office Stapler, Standard type	5	piece	165.00	825.00			
Pencil, with eraser, 12 pcs/box, high quality	2	boc	115.00	230.00			
Cutter/utility knife, at least 18mm	10	piece	85.00	850.00			
Highlighter Fluorescent Marker, Chisel tip, yellow	10	piece	30.00	300.00			
Staple Wire, Standard 26/63	15	box	55.00	825.00			
Staple Remover, Plier type	10	piece	65.00	650.00			
Desktop Pencil Sharpener	1	piece	333.00	333.00			
Glue, at least 130g	10	piece	65.00	650.00			



Ruler, Plastic, at least 12 inches	10	piece	15.00	150.00			
PAPER, MULTICOPY A4, 500 sheets per ream, 80 gsm	175	ream	295.00	51,625.00			
PAPER, MULTICOPY LEGAL, 500 sheets per ream, 80 gsm	50	ream	330.00	16,500.00			
Correction Tape, at least 8 meters	50	piece	25.00	1,250.00			
Paper Clip, vinyl/plastic coated, 33mm, 100 pcs per box	10	box	22.00	220.00			
Paper Clip, vinyl/plastic coated, jumbo, 50mm, 100 pcs per box	10	box	40.00	400.00			
Binder Clip, 25mm, black	15	box	35.00	525.00			
Note pad, stick on, 2"3", yellow, 100 sheets/pad	30	pad	25.00	750.00			
Note pad, stick on, 3"4", yellow, 100 sheets/pad	30	pad	35.00	1,050.00			
Note pad, stick on, 3"3", yellow, 100 sheets/pad	30	pad	30.00	900.00			
Tape flag, "sign here", 50pcs/pack	20	pack	205.00	4,100.00			
Paper Cutter Board, Wood Metal Base Heavy Duty, at least 64cm x 40.5cm x 6cm	1	piece	440.00	440.00			
Whiteboard Marker, Blue, 12pcs per box	1	box	640.00	640.00			
Paper Fastener, Plastic, 50 pcs per box	10	box	65.00	650.00			
Data File Box, Legal, Horizontal, color: blue, made of Chipboard	40	piece	140.00	5,600.00			
Scissors, symmetrical, at least 6 inches	5	piece	35.00	175.00			
Tape, Transparent, 24mm	20	piece	35.00	700.00			
Tape, Packaging, 48mm	20	piece	60.00	1,200.00			
Tape Dispenser, can hold 1 inches	1	piece	114.00	114.00			
Record Book, 300 pages, Blue	5	piece	95.00	475.00			
Sign pen, black, liquid/gel, 0.5mm needle tip	13	piece	63.00	819.00			
Engineers Field Book	10	piece	93.00	930.00			
Mailing Envelope, No. 10, white, 500 pcs per box	6	box	390.00	2,340.00			
Specialty Paper, A4, 10 sheets per pack	20	pack	50.00	1,000.00			
Certificate Holder, A4	100	piece	55.00	5,500.00			
Photo Paper, A4, Glossy, 20gsm, 20 sheets per pack	20	pack	115.00	2,300.00			
		Sub total	-----	105,016.00			
		TOTAL	-----	217,616.00	-----		

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



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Two Hundred Seventeen Thousand Six Hundred Sixteen Pesos Only (PhP 217,616.00)	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.
2.	Price quotation/s must be valid for a period of ONE HUNDRED TWENTY (120) CALENDAR days from the submission date of quotation.
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.
5.	Quotations exceeding the Approved Budget for the Contract shall be rejected.
6.	No alternate quotation/offer is allowed, suppliers who submitted more than one quotation shall be automatically disqualified.
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.
8.	Any interlineations, erasures, or overwriting shall be valid only if signed or initialed by you or any of your duly authorized representative/s.
9.	Delivery and/or Installation Period: within Thirty (30) calendar days upon receipt of the Purchase Order (PO) .
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.
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.
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.