



## **TERMS OF REFERENCE**

### **TITLE**

### **PRINTING OF BUSINESS CARDS FOR BAFE - ENGINEERING PLANS, DESIGNS, AND SPECIFICATIONS DIVISION (BAFE - EPDSD) STAFF**

### **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is Sixteen Thousand Two Hundred Pesos (Php 16,200.00) inclusive of all applicable government taxes, service charges, and other additional fees for delivery subject to the usual budgeting, accounting and auditing rules and regulations.

### **REPORTING RESPONSIBILITIES:**

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the Printing of Business Cards for BAFE-EPDSD.

### **EXPERIENCE/QUALIFICATIONS/REQUIREMENTS**

Must provide the following documents:

- a. at least one (1) Proof of Job Satisfaction from other previous clients in the last two years; and
- b. at least one (1) Proof of Job Completion in the last two (2) years

### **OWNERSHIP AND CONFIDENTIALITY**

1. All copies of the material (electronic or printed, and draft or final versions) are owned and copyrighted by the BAFE. Distribution, posting, copying, is strictly prohibited without a written permission of the BAFE Director.

### **TECHNICAL SPECIFICATIONS**

The technical specifications for the business cards are as follows:

Size:	3.5 x 2 inches
Material:	Minimum 350gsm
Color:	Full color
Quantity:	40 boxes @ 90 pcs/box (20 staff x 2 boxes each)



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

#### **OTHER TERMS AND CONDITIONS:**

1. All electronic copies and the design and layout of business cards of BAFE-EPDSD staff shall be provided by BAFE-EPDSD to the supplier;
2. The supplier shall submit hard copy of the initial draft of business cards to BAFE-EPDSD within seven (7) calendar days upon receipt of the electronic copy.
3. The supplier will be given seven (7) calendar days to revise and finalize and resubmit one hard copy of the business card based on the comments/suggestions provided by the end-user.
4. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed excluding the number of days allotted for the review of sample printed copies;
5. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the drop-off point; and
6. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.


#### **PAYMENT TERMS**

1. One-time payment 30 days after full delivery of final output and acceptance by BAFE-EPDSD.
2. Inclusive of government tax.

Prepared by:

  
**ENGR. MARIA EVIC C. PANGANIBAN**  
Procurement Coordinator, EPDSD

Approved by:

  
**ENGR. ALLAN C. GOLENG**  
Engineer IV, EPDSD

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*





Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

## **TERMS OF REFERENCE**

### **TITLE:**

**PRINTING OF VARIOUS TECHNICAL BULLETINS OF THE BAFE - ENGINEERING PLANS, DESIGNS AND SPECIFICATIONS DIVISION (BAFE-EPDSD)**

### **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is Two Hundred Eighty-Four Thousand Two Hundred Pesos (Php 284,200.00) inclusive of all applicable charges and taxes.

### **REPORTING RESPONSIBILITIES:**

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the Printing of Various Technical Bulletins of BAFE-EPDSD.

### **EXPERIENCE/QUALIFICATIONS/REQUIREMENTS**

Must provide the following documents:

- a. at least one (1) Proof of Job Satisfaction from other previous clients in the last two years; and
- b. at least one (1) Proof of Job Completion in the last two (2) years

### **OWNERSHIP AND CONFIDENTIALITY**

1. All copies of the material (electronic or printed, and draft or final versions) are owned and copyrighted by the BAFE. Distribution, posting, copying, is strictly prohibited without a written permission of the BAFE Director.

### **OTHER TERMS AND CONDITIONS:**

1. The electronic copy of the various technical bulletins will be provided by BAFE-EPDSD to the supplier;
2. The supplier shall submit one hard copy of the initial draft of each technical bulletin to BAFE-EPDSD within seven (7) calendar days upon receipt of the electronic copy.
3. The supplier will be given seven (7) calendar days to revise and finalize and resubmit one hard copy of each technical bulletin based on the comments/suggestions provided by the end-user.

*A food-secure Philippines*  
with prosperous farmers and fisherfolk





Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

4. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed excluding the number of days allotted for the review of sample printed copies;
5. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the drop-off point; and
6. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.


#### **PAYMENT TERMS**

1. One-time payment 30 days after full delivery of final output and acceptance by BAFE-EPDSD.
2. Inclusive of government tax.

Prepared by:

  
**ENGR. MARIA EVIC C. PANGANIBAN**  
Procurement Coordinator, BAFE-EPDSD

Approved by:

  
**ENGR. ALLAN C. GOLLENG**  
Engineer IV, BAFE-EPDSD

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*





## **TERMS OF REFERENCE**

### **TITLE:**

**LAYOUT, PRINTING, AND PRODUCTION OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING MANAGEMENT INFORMATION SYSTEM (ABEMIS) USER MANUAL**

### **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is One Hundred Thousand Pesos (Php 100,000.00) inclusive of all applicable charges and taxes.

### **REPORTING RESPONSIBILITIES:**

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the Layout, Printing, and Production of Agricultural and Biosystems Engineering Management Information System (ABEMIS) User Manual.

### **EXPERIENCE/QUALIFICATIONS/REQUIREMENTS**

Must provide the following documents:

- a. at least one (1) Proof of Job Satisfaction from other previous clients in the last two years; and
- b. at least one (1) Proof of Job Completion in the last two (2) years

### **OWNERSHIP AND CONFIDENTIALITY**

1. All copies of the material (electronic or printed, and draft or final versions) are owned and copyrighted by the BAFE. Distribution, posting, copying, is strictly prohibited without a written permission of the BAFE Director.

### **OTHER TERMS AND CONDITIONS:**

1. The electronic copy of the various technical bulletins will be provided by BAFE-PPMD to the supplier;
2. The supplier shall submit one hard copy of the initial draft of each technical bulletin to BAFE-PPMD within seven (7) calendar days upon receipt of the electronic copy.



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

3. The supplier will be given seven (7) calendar days to revise and finalize and resubmit one hard copy of the blueprint based on the comments/suggestions provided by the end-user.
4. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed excluding the number of days allotted for the review of sample printed copies;
5. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the drop-off point; and
6. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.

### **PAYMENT TERMS**

1. One-time payment 30 days after full delivery of final output and acceptance by BAFE-PPMD.
2. Inclusive of government tax.

Prepared by:

  
**ENGR. GLENN M. OCA**  
Procurement Coordinator, BAFE-PPMD

Approved by:

  
**ENGR. CRISTY CECILIA P. POLIDO**  
Chief, BAFE-PPMD

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*





## **TERMS OF REFERENCE**

### **TITLE:**

**LAYOUT, PRINTING, AND PRODUCTION OF FARM-TO-MARKET ROAD NETWORK PLAN (MINDANAO REGIONS)**

### **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is Eight Hundred Twenty Thousand Three Hundred Seventy-Five Pesos (Php 820,375.00) inclusive of all applicable charges and taxes.

### **REPORTING RESPONSIBILITIES:**

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the Layout, Printing, and Production of Farm-to-Market Road Network Plans (Mindanao Regions).

### **EXPERIENCE/QUALIFICATIONS/REQUIREMENTS**

Must provide the following documents:

- a. at least one (1) Proof of Job Satisfaction from other previous clients in the last two years; and
- b. at least one (1) Proof of Job Completion in the last two (2) years

### **OWNERSHIP AND CONFIDENTIALITY**

1. All copies of the material (electronic or printed, and draft or final versions) are owned and copyrighted by the BAFE. Distribution, posting, copying, is strictly prohibited without a written permission of the BAFE Director.

### **OTHER TERMS AND CONDITIONS:**

1. The electronic copy of the various technical bulletins will be provided by BAFE-PPMD to the supplier;
2. The supplier shall submit one hard copy of the initial draft of each technical bulletin to BAFE-PPMD within seven (7) calendar days upon receipt of the electronic copy.



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

3. The supplier will be given seven (7) calendar days to revise and finalize and resubmit one hard copy of the blueprint based on the comments/suggestions provided by the end-user.
4. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed excluding the number of days allotted for the review of sample printed copies;
5. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the drop-off point; and
6. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.

### **PAYMENT TERMS**

1. One-time payment 30 days after full delivery of final output and acceptance by BAFE-PPMD.
2. Inclusive of government tax.

Prepared by:

  
**ENGR. GLENN M. OCA**  
Procurement Coordinator, BAFE-PPMD

Approved by:

  
**ENGR. CRISTY CECILIA P. POLIDO**  
Chief, BAFE-PPMD

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*







## **TERMS OF REFERENCE**

### **TITLE:**

**LAYOUT, PRINTING, AND PRODUCTION OF NATIONWIDE AGRI-FISHERY INVESTMENT AUDIT SECOND PHASE REPORT**

### **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is Three Hundred Sixty Thousand Seven Hundred Sixty Pesos (Php 360,760.00) inclusive of all applicable charges and taxes.

### **REPORTING RESPONSIBILITIES:**

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the Layout, Printing, and Production of Nationwide Agri-Fishery Investment Audit Second Phase Report.

### **EXPERIENCE/QUALIFICATIONS/REQUIREMENTS**

Must provide the following documents:

- a. at least one (1) Proof of Job Satisfaction from other previous clients in the last two years; and
- b. at least one (1) Proof of Job Completion in the last two (2) years

### **OWNERSHIP AND CONFIDENTIALITY**

1. All copies of the material (electronic or printed, and draft or final versions) are owned and copyrighted by the BAFE. Distribution, posting, copying, is strictly prohibited without a written permission of the BAFE Director.

### **OTHER TERMS AND CONDITIONS:**

1. The electronic copy of the various technical bulletins will be provided by BAFE-PPMD to the supplier;
2. The supplier shall submit one hard copy of the initial draft of each technical bulletin to BAFE-PPMD within seven (7) calendar days upon receipt of the electronic copy.



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

3. The supplier will be given seven (7) calendar days to revise and finalize and resubmit one hard copy of the blueprint based on the comments/suggestions provided by the end-user.
4. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed excluding the number of days allotted for the review of sample printed copies;
5. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the drop-off point; and
6. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.

### **PAYMENT TERMS**

1. One-time payment 30 days after full delivery of final output and acceptance by BAFE-PPMD.
2. Inclusive of government tax.

Prepared by:

**ENGR. GLENN M. OCA**  
Procurement Coordinator, BAFE-PPMD

Approved by:

**ENGR. CRISTY CECILIA P. POLIDO**  
Chief, BAFE-PPMD

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*





## **TERMS OF REFERENCE**

### **TITLE:**

**LAYOUT, PRINTING, AND PRODUCTION OF THE FOLLOWING MANUALS: A. LASER-CONTROLLED LAND LEVELING FOR THE PHILIPPINES; AND B. LASER LAND LEVELING EQUIPMENT, OPERATION, AND EVALUATION IN THE PHILIPPINES**

### **APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is Eighty-Four Thousand Pesos (Php 84,000.00) inclusive of all applicable charges and taxes.

### **REPORTING RESPONSIBILITIES:**

The Bureau of Agricultural and Fisheries Engineering (BAFE) of the Department of Agriculture shall acquire the services of a firm that will carry out the Layout, Printing, and Production of the following manuals: A. Laser-Controlled Land Leveling for the Philippines; and B. Laser Land Leveling Equipment, Operation, and Evaluation in the Philippines.

### **EXPERIENCE/QUALIFICATIONS/REQUIREMENTS**

Must provide the following documents:

- a. at least one (1) Proof of Job Satisfaction from other previous clients in the last two years; and
- b. at least one (1) Proof of Job Completion in the last two (2) years

### **OWNERSHIP AND CONFIDENTIALITY**

1. All copies of the material (electronic or printed, and draft or final versions) are owned and copyrighted by the BAFE. Distribution, posting, copying, is strictly prohibited without a written permission of the BAFE Director.

### **OTHER TERMS AND CONDITIONS:**

1. The electronic copy of the various technical bulletins will be provided by BAFE-PPMD to the supplier;



Republic of the Philippines  
Department of Agriculture  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)**  
Diliman, Quezon City  
Tel No. (02) 294-6452 Fax No. (02) 941-8151  
Email Add: od.bafe@gmail.com

2. The supplier shall submit one hard copy of the initial draft of each technical bulletin to BAFE-PPMD within seven (7) calendar days upon receipt of the electronic copy.
3. The supplier will be given seven (7) calendar days to revise and finalize and resubmit one hard copy of the blueprint based on the comments/suggestions provided by the end-user.
4. Delivery period is within thirty (30) calendar days upon receipt of Notice of Proceed excluding the number of days allotted for the review of sample printed copies;
5. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expense to the drop-off point; and
6. Drop-off point is at the BAFE Office, SRA Sugar Center, North Avenue, Diliman, Quezon City.


#### **PAYMENT TERMS**

1. One-time payment 30 days after full delivery of final output and acceptance by BAFE-PPMD.
2. Inclusive of government tax.

Prepared by:

  
**ENGR. GLENN M. OCA**  
Procurement Coordinator, BAFE-PPMD

Approved by:

  
**ENGR. CRISTY CECILIA P. POLIDO**  
Chief, BAFE-PPMD

*A food-secure Philippines*  
*with prosperous farmers and fisherfolk*

