



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

REQUEST FOR QUOTATION

Date: **January 15, 2023**

RFQ No.: **004-24**

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 **Lease of Photocopying Machine for the Bureau of Agricultural and Fisheries Engineering (BAFE) for CY 2024** 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 **January 22, 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**.


RHODORA R. CONCEPCION
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)	OFFERED BRAND & MODEL (IF APPLICABLE)
Lease of Photocopying Machine (3 units x 11 months x 4,500 pages)	148,500	pages	1.00	148,500.00			
TOTAL			-----	148,500.00	-----		

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

Please see attached Technical Specifications on pages **5 and 7.*



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FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Forty Eight Thousand Five Hundred Pesos Only (PhP 148,500.00)	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: February 2024.
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 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.
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.



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TERMS OF REFERENCE

LEASE OF PHOTOCOPYING MACHINE FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE) FOR CY 2024

I. OBJECTIVES

To respond to the needs of BAFE for the printing, copying, and scanning of documents which is essential in the day-to-day operations.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget Contract (ABC) for the procurement of Lease of Photocopying Machine is **One Hundred Forty-Eight Thousand Five Hundred Pesos (Php 148,500.00)** inclusive of all applicable government taxes and charges, professional fees and other costs.

III. CONTRACT DURATION

The contract duration shall start in **February - December 2024**.

IV. SCOPE OF THE CONTRACT

1. The supplier shall provide three (3) units of photocopying machines that complies with BAFE requirements.
2. The supplier shall completely deliver, install, test, and configure the photocopying machine in the designated delivery point.
3. The supplier shall shoulder the delivery and installation costs and other charges that may be incurred up to the designated point of delivery.
4. Toner, accessories, spareparts, and other consumables necessary to make the machine operational (except papers) shall be supplied by the supplier for the duration of the contract.
5. The supplier shall include factors such as electrical connections, automatic voltage regulators (AVR), adaptors, groundings, physical limitations, maintenance.
6. The supplier shall dispose of the empty cartridges with no extra cost.
7. Two percent (2%) spoilage will be deducted from gross copies.
8. The supplier shall provide free-of-charge 24/7 complete technical support, which include troubleshooting repair and parts replacement by the suppliers trained technical support staff.
9. The supplier shall provide free training for BAFE personnel on the detailed operations of the machines and preventive maintenance.
10. The supplier shall replace the defective parts in the unit within twenty-four (24) hours from the day it was reported to the supplier.
11. The supplier shall pull out the equipment once the contract is already done.



V. MINIMUM SPECIFICATION

COPY

- Maximum paper size: A3
- Copy Speed: at least 40 copies per minute
- Copy Ratio: from 25% to 400% reduction/enlargement

SCAN

- Scan Destination: Scan to Flash Drive, Scan to Desktop
- Scan Speed: at least 40 pages per minute
- Maximum paper size: A3

PRINTING

- Printing Speed: at least 40 copies per minute
- Maximum paper size: A3

MISCELLANEOUS

- Digital Copier Type
- Continuous copy: from 1 to 999 copies
- Paper capacity: At least 4 Trays (including Bypass Tray)
- Automatic duplex unit (for back-to-back copying)
- Reversible Automatic document feeder type
- Voltage: 100-240 Volts

VI. SERVICE AND MAINTENANCE

1. Monthly inspection and preventive maintenance check-up of equipment shall be provided by the supplier to ensure proper operation.
2. Spare parts and consumables should be delivered by the supplier within 24 hours after the request has been made.
3. On-call and on-site support must be available from:
 - Response Time: Within 2 hours from the time-of-service call.
 - Resolution time: Within 24 hours
 - Service units of equal or greater capacity must be provided within 24 hours in case the resolution time exceeded the 24 hours provision stated in this agreement and/or if the machine cannot be repaired within 24 hours.

VII. DELIVERY

Delivery Period: **February 2024.**

VIII. MODE OF PROCUREMENT



NEGOTIATED - SMALL VALUE PROCUREMENT

IX. LIQUIDATED DAMAGES

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 the 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.

X. TERMS OF PAYMENT

1. Payment shall be on a monthly basis (VAT inclusive).
2. As a prerequisite, the counter signature of the end-user shall be required on the meter reading report.
3. Total billing charge is computed by the actual total number of copies reproduced (2% spoilage will be deducted from the gross copies).

XI. OTHER REQUIREMENTS

Must have been at least Five (5) years in business (*Certificate of Registration as evidence*)

Prepared by:


JULIE R. MABBAGU
Procurement Coordinator, AFD

Noted by:


LOURDES C. BONIFACIO
Chief, AFD