



REQUEST FOR QUOTATION

Date: **January 25, 2024**
RFQ No.: **006-24**

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 **Supply, Delivery, and Installation of Hardtop Canopy for 2023 Mitsubishi Strada** 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 **February 1, 2024, 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 OFFERE D PRICE (AxB)	OFFERED BRAND & MODEL (IF APPLICABLE)
Hardtop Canopy	1	lot	150,000.00	150,000.00			
TOTAL			-----	150,000.00			

The above-quoted prices are **inclusive of all costs and applicable taxes.
 Please see attached Technical Specifications on pages 5 and 6.



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Fifty Thousand Pesos (PhP150,000.00)	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.
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: Thirty (30) calendar days upon the receipt of Work Order.
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.



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



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

TECHNICAL SPECIFICATIONS

I. TITLE:

SUPPLY, DELIVERY, AND INSTALLATION OF HARDTOP CANOPY FOR 2023 MITSUBISHI STRADA

II. OBJECTIVE:

1. To protect technical and scientific instruments used in the conduct of site visit, validation, and assessment of proposed and completed agricultural & fisheries mechanization and infrastructure projects.

III. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is One Hundred Fifty Thousand Pesos (Php150,000.00) inclusive of all taxes, testing, and delivery charges.

IV. TECHNICAL SPECIFICATIONS

The hardtop canopy must comply with the following specifications:

- Must be custom-fit premium hardtop design
- With single locking door system
- Must have at least 2 side tinted windows with interior locking system
- Must be one-piece construction
- Must be smooth surface ABS canopy (inner and outer shells)
- Installation method using clamp and no drilling required
- No permanent changes to the original vehicle
- Waterproof and weather-resistant design
- With shock absorber (shock struts lift supports)
- Rotary latch system (locking system)
- With 3rd Brake light
- With interior and outer handle
- With indoor light
- With roof rails
- With rear tinted window
- Body color must match with the original vehicle
- Bundled with durable rear stepboard (at least 130cm and can carry up to 120 kgs)

V. OTHER REQUIREMENTS

1. With one (1) year warranty to any moving parts from original date of purchase.
2. 3 Years warranty on the paint work & structural integrity of the canopy.



3. The winning bidder shall conduct inspection of the vehicle to verify the specifications of hardtop canopy and rear stepboard after issuance of Work Order. The end-user/General Service Section shall issue certification upon conduct of ocular inspection for motor vehicle.

VI. DELIVERY SCHEDULE

1. Delivery and installation period: The hardtop canopy must be delivered and installed to 2023 Mitsubishi Strada within **Thirty (30) calendar days** upon receipt of Work Order.
2. Delivery and installation should be made within office hours and on regular working days on or before the stipulated date in the contract unless otherwise specified for valid reason why the same cannot be complied with.

VII. INSPECTION & ACCEPTANCE

1. After sales service and support during the warranty period, all reported defects shall be completely/satisfactorily repaired/replaced by the winning bidder/supplier within 72 hours after a receipt of verbal and/or written notice from the procuring entity.
2. The Procuring Entity shall have the right to reject and return the unit and cancel the corresponding Contract if units delivered are defective, incomplete or non-compliant to the specifications herein specified.

VIII. PAYMENT

The payment shall be done within thirty (30) working days upon receipt, inspection and acceptance of the hardtop canopy including documents such as sales invoice and warranty documents.

Prepared by:

ENGR. ALEXANDER NICOLE L. TAN
Procurement Coordinator, EPDSD

Approved by:

ENGR. NOEMIL CARPIO
Chief, EPDSD