



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 25, 2024**
RFQ No.: **009-24**

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 and Delivery of Customized ID Landyard with Plastic ID Card Holder of BAFE Employees** 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***; and
2. **Proof of PhilGEPS Registration (Screenshot of Organization Profile or Certificate of PhilGEPS Platinum Membership)***;
**Valid PhilGEPS Certificate of Platinum Membership may be submitted in lieu of Mayor's/Business Permit and PhilGEPS Registration/Certificate Number;*

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)
Customized ID lanyard	120	piece	115.00	13,800.00			
Plastic ID Card Holder (PVC Type)	120	piece	28.00	3,360.00			
Plastic ID Card Holder (Arta Type)	120	piece	22.00	2,640.00			
TOTAL			-----	19,800.00			

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

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



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Nineteen Thousand Eight Hundred Pesos (PhP19,800.00)	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 <u>ONE HUNDRED TWENTY (120) CALENDAR days</u> 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 <u>LOT</u> . 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: <u>Shall be delivered within seven (7) calendar days upon the approval of final output.</u>
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.

TECHNICAL SPECIFICATION

ITEM	QTY	UNIT COST	TOTAL COST	SPECIFICATIONS
Customized ID Lanyard	120	115.00	13,800.00	Length - 12.5 inches Width: - 1 inch Materials: - Cotton, Side Release Buckle, G-Hook <i>*see attached design</i> Color: See color code in the design
Plastic ID card holder (PVC Type)	120	28.00	3,360.00	<ul style="list-style-type: none"> • Can hold an ID card 54mm x 85mm (PVC Type) • Vertical Orientation • Clear  <i>Sample picture</i>
Plastic ID card holder (Arta Type)	120	22.00	2,640.00	<ul style="list-style-type: none"> • Can hold an ID card 89mm x 127mm (Arta Type) • Vertical Orientation • Clear  <i>Sample picture</i>
TOTAL			19,800.00	



SCHEDULE OF DELIVERY

Shall be delivered within seven (7) calendar days upon the approval of final output

TERMS AND CONDITIONS

1. The supplier must provide one (1) sample of ID lanyard within seven (7) CD upon receipt of Purchase Order.
2. BAFE will conduct a review of the submitted ID lanyard sample for two (2) CD.
3. The supplier will be given two (2) CD to finalize the ID lanyard based on the comments/suggestions provided by the BAFE for approval before mass production.

PAYMENT

One time payment shall be made upon completion of the supply and delivery customized ID lanyard with plastic ID card holder subject to submission of Sales Invoice/Delivery Receipt.

Prepared by:


JULIE R. MABBAGU
Procurement Coordinator, AFD

Noted by:


LOURDES C. BONIFACIO
Chief, Admin and Finance Division



1 inch



3.75 inches



Color Code:

- A - #f37310
- B - #ffffff
- C - #040404
- D - #0b8d0f



BAFE

Color: Black
 Font: Book Antiqua, Bold



Color: Black
 Font: Book Antiqua



Color: Black
 Font: Book Antiqua, Bold



Recommending Approval:

Lourdes C. Bonifacio
LOURDES C. BONIFACIO
 Chief, Admin and Finance Division

Approved by:

Juana T. Tapel
ENGR. JUANA T. TAPEL
 Assistant Director

Ariodear C. Rico
ENGR. ARIODEAR C. RICO
 Director IV