



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: **February 20, 2024**

RFQ No.: **015-24**

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 **Supply and Delivery of Non-PS Office Supplies for 1st Quarter CY 2024** 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 **February 27, 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)***; and
**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 OFFERED PRICE (AxB)	OFFERED BRAND & MODEL (IF APPLICABLE)
SUPPLY AND DELIVERY OF NON-PS OFFICE SUPPLIES 1ST QUARTER CY 2024							
Lot 1. AFD- Supply and Delivery of Non-PS Office Supplies for 1st Quarter CY 2024							
Glue, all-purpose, 130g	5	jar	67.00	335.00			
Staple Wire, standard type, 5000 staples/box	5	box	72.00	360.00			
Tape, electrical, 0.16mm x 19mm x 16mm	5	roll	45.00	225.00			
Tape, masking, 24mm	5	roll	52.00	260.00			
Tape, masking, 48mm	5	roll	103.00	515.00			
Tape, packing, 48mm	5	roll	60.00	300.00			
Tape, transparent, 24mm	10	roll	30.00	300.00			
Tape, transparent, 48mm	5	roll	60.00	300.00			
Clip, backfold, 25mm, 12 pcs/box	5	box	30.00	150.00			
Correction Tape, 5mm x 8m	50	piece	27.00	1,350.00			
Fastener, 50 pcs/box	5	box	53.00	265.00			
Magazine File Box, Large	40	piece	150.00	6,000.00			
Paper Clip, vinly/plastic coated, 33mm, 100 pcs/box	5	box	25.00	125.00			
Stapler, Standard Type	5	piece	170.00	850.00			
Paper, Multicopy, A4, 80 gsm	75	ream	280.00	21,000.00			
Paper, Multicopy, Legal, 80 gsm	45	ream	325.00	14,625.00			
TOTAL(Lot 1)			----	46,960.00	-----		



Lot 2. EPDSD-Supply & Delivery of Office Supplies for EPDSD

Paper, Multicopy A4, 80 gsm	45	ream	280.00	12,600.00			
TOTAL (Lot 2)			----	12,600.00	-----		

Lot 3. PPMD- Supply and Delivery of Office Supplies of PPMD Staff for 1st Quarter FY 2024

STAPLE WIRE, standard	25	box	72.00	1,800.00			
MARKER, Whiteboard, Black	19	piece	57.00	1,083.00			
PAPER CLIP, vinly/plastic coated, 33mm	10	box	25.00	250.00			
NOTEPAD, stick-on, 50mm x 76mm	30	pad	44.00	1,320.00			
STENO NOTEBOOK	150	piece	47.00	7,050.00			
PAPER, MULTICOPY A4	40	ream	280.00	11,200.00			
PAPER MULTICOPY LEGAL	9	ream	325.00	2,925.00			
RECORD BOOK, 300 PAGES	5	book	180.00	900.00			
TOTAL (Lot 3)			----	26,528.00	-----		

Lot 4. SEPPD- Supply and Delivery of Various Non-PS Supplies of SEPPD for 1st Quarter 2024

Tape flag, "sign here", 50pcs/pack	15	pack	205.00	3,075.00			
Paper Cutter Board, Wood Metal Base Heavy Duty, at least 64cm x 40.5cm x 6cm	1	piece	569.34	569.34			
Engineers Field Book	20	piece	93.00	1,860.00			
Specialty Paper, A4, 10 sheets per pack	31	pack	50.00	1,550.00			
Photo Paper, A4, Glossy, 20gsm, 20 sheets per pack	17	pack	115.00	1,955.00			
TOTAL (Lot4)			----	9,009.34	-----		

Lot 5. SRED- Supply and delivery of SRED Office supplies for FY 2024

Gold Notarial Seal	5	pack	750.00	3,750.00			
Specialty Paper	130	pack	50.00	6,500.00			
INK, for stamp pad	5	bottle	54.00	270.00			
GLUE, all-purpose	5	jar	67.00	335.00			
STAPLE WIRE, heavy duty (binder type), 23/13	5	box	50.00	250.00			
STAPLE WIRE, standard	5	box	72.00	360.00			
TAPE, masking, 24mm	5	roll	52.00	260.00			
TAPE, masking, 48mm	5	roll	103.00	515.00			
TAPE, packing, 48mm	5	roll	60.00	300.00			
TAPE, transparent, 24mm	5	roll	30.00	150.00			
CLIP, backfold, 25mm	20	box	30.00	600.00			
CLIP, backfold, 32mm	20	box	30.00	600.00			
CLIP, backfold, 50mm	20	box	110.00	2,200.00			
CORRECTION TAPE	20	piece	27.00	540.00			
DATA FILE BOX	10	piece	140.00	1,400.00			
DATER STAMP	4	piece	510.00	2,040.00			
ENVELOPE, Expanding, Plastic	2	box	90.00	180.00			
FASTENER	5	box	53.00	265.00			



FOLDER, Fancy with slide, legal	5	bundle	345.00	1,725.00		
MARKER, Whiteboard, Black	5	piece	57.00	285.00		
MARKER, Whiteboard, Blue	5	piece	42.00	210.00		
MARKER, Whiteboard, Red	5	piece	42.00	210.00		
PAPER CLIP, vinly/plastic coated	40	box	25.00	1,000.00		
PENCIL, lead/graphite with eraser	10	box	115.00	1,150.00		
STAMP PAD, felt	2	piece	100.00	200.00		
STAPLER, standard type	2	piece	170.00	340.00		
NOTEPAD, stick-on, 50mm x 76mm	10	pad	44.00	440.00		
NOTEPAD, stick-on, 76mm x 100mm	10	pad	63.44	634.40		
NOTEPAD, stick-on, 76mm x 76mm	10	pad	64.00	640.00		
STENO NOTEBOOK	20	piece	47.00	940.00		
PAPER, MULTICOPY A4	102	ream	280.00	28,560.00		
PAPER MULTICOPY LEGAL	10	ream	325.00	3,250.00		
PAPER, MULTIPURPOSE LEGAL, 80 gsm, 500/ream	10	ream	250.00	2,500.00		
RECORD BOOK, 300 PAGES	5	book	180.00	900.00		
RECORD BOOK, 500 PAGES	5	book	165.00	825.00		
Photo paper	40	pack	115.00	4,600.00		
Sign here (Tape Flag)	50	pack	205.00	10,250.00		
Double-sided tape	3	roll	50.00	150.00		
TOTAL (Lot 5)			-----	79,324.40	-----	

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

Please see attached Technical Specifications on pages **8 and 11.*



FINANCIAL OFFER		
Lot no.	Approved Budget for the Contract	Total Offered Quotation
1	Forty Six Thousand Nine Hundred Sixty Pesos Only (PhP 46,960.00)	In words: _____ _____ _____
2	Twelve Thousand Six Hundred Pesos Only (PhP 12,600.00)	In words: _____ _____ _____
3	Twenty Six Thousand Five Hundred Twenty Eight Pesos Only (PhP 26,528.00)	In words: _____ _____ _____
4	Nine Thousand Nine Pesos and Thirty Four Centavos Only (PhP 9,009.34)	In words: _____ _____ _____
5	Seventy Nine Thousand Three Hundred Twenty Four Pesos and Forty Centavos Only (PhP 79,324.40)	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 Purchase 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 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.



Supply and Delivery of Office Supplies of PPMD Staff for 1st Quarter FY 2024



TECHNICAL SPECIFICATIONS

PARTICULARS	SPECIFICATIONS
Staple Wire, standard	Size: Standard Sample Photo: 
MARKER, Whiteboard, Black	Color: Black Sample Photo:

	
PAPER CLIP, vinly/plastic coated, 33mm	Size: 33 mm Sample Photo: 
NOTEPAD, stick-on, 50mm x 76mm	Size: 50mm x 76mm Sample Photo:



	
STENO NOTEBOOK	At least 60 pages Sample Photo: 

PAPER, MULTICOPY, A4, at least 70 GSM	Size: A4 Quality: At least 70 GSM Sample Photo: 
PAPER, MULTICOPY, LEGAL, at least 70 GSM	Size: Legal Quality: At least 70 GSM Sample Photo: 



SRED- Supply and delivery of SRED Office supplies for FY 2024

Technical Specifications			
OFFICE SUPPLIES			
Description	Quantity	Unit	Specification (minimum)
Gold Notarial Seal	5	pack	Color: Gold, Diameter: 45 mm, 100 pieces/pack, with adhesive
Specialty paper	130	pack	Size: A4, 200gsm, 10 sheets per pack
Ink, for stamp pad	5	bottle	color: black, quick-drying, water-based
Glue	5	jar	all-purpose, 130g
Staple wire, heavy duty	5	box	(blinder type), 23/13, galvanized, 1000 staples/ box
STAPLE WIRE, standard	5	box	standard type, 5000 staples / box
TAPE, masking, 24mm	5	roll	24mm x 30m length
TAPE, masking, 48 mm	5	roll	48mm x 30m length
TAPE, packaging, 48 mm	5	roll	48mm x 30m length
TAPE, transparent, 24mm	5	roll	24mm x 30m length
Clip, backfold, 25mm	20	box	25mm, backfold, 12 pcs/box
Clip, backfold, 32mm	20	box	32mm, backfold, 12 pcs/box
Clip, backfold, 50mm	20	box	50mm, backfold, 12 pcs/box
Correction Tape (8mx5mm)	20	piece	5mm x 8m length
Data file box	10	piece	material: cardboard, SIZE: 15.5" X 9.5" X 4.5"
Dater stamp	4	piece	Self-inking, refillable, with "Received By:" text
Envelope, expanding plastic	2	box	Material: plastic with handle, lock mechanism, 50 pcs/box
Fastener	5	box	7cm, 50 pcs/box
Folder, fancy with slide, legal	5	bundle	Fancy with Slide, Material: plastic, Legal Size, 50pcs/bundle
MARKER, Whiteboard, Black	5	piece	quickdry, erasable
MARKER, Whiteboard, Blue	5	piece	quickdry, erasable
MARKER, Whiteboard, Red	5	piece	quickdry, erasable
PAPER CLIP, vinyl/plastic coated, 33mm	40	box	vinyl / plastic coated, 33mm, 100 pcs/ box
PENCIL, lead/graphite, with eraser	10	box	lead/graphite, with eraser
STAMP PAD, felt	2	piece	felt, Color: blue
STAPLER, standard type	2	piece	standard type, 200 staples min load, with staple remover
NOTEPAD, stick-on, 50mm x 76mm	10	pad	stick-on, 50mm x 76mm
NOTEPAD, stick-on, 76mm x 100mm	10	pad	stick-on, 76mm x 100mm
NOTEPAD, stick-on, 76mm x 76mm	10	pad	stick-on, 76mm x 76mm
STENO NOTEBOOK	20	piece	60 leaves, 6 x 9 inches
PAPER, MULTICOPY A4	102	ream	80 gsm, 500 sheets/ream
PAPER, MULTICOPY LEGAL	10	ream	80 gsm, 500 sheets/ream
PAPER, MULTIPURPOSE LEGAL	10	ream	80 gsm, 500 sheets/ream
RECORD BOOK, 300 PAGES	5	book	300 pages, 11 x 8.5 inches
RECORD BOOK, 500 PAGES	5	book	500 pages, 11 x 8.5 inches

Prepared by:


ENGR. JEFFREY A. ARROYO
 Alternate Procurement Coordinator



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BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
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SRED- Office supplies for SRED

Technical Specifications			
OFFICE SUPPLIES			
Description	Quantity	Unit	Specification (minimum)
Photo paper	40	pack	A4, 80 gsm, 20 sheet per pack
Sign here (type files)	50	pad	with "sign here" text, 50 pcs per pad
Double-sided tape	3	piece	adhesive type, 3m (length) x 20mm (width)

Prepared by:


ENGR. FRANCIS GLENN M. MIRO
Permanent Procurement Coordinator