



REQUEST FOR QUOTATION

Date: **March 19, 2024**

RFQ No.: **029-24**

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 **Food Provision during the Conduct of Activity of Quality Management System (QMS) for ISO 9001:2015 Certification of the Bureau of Agricultural and Fisheries Engineering (BAFE) for the month of April 2024 in NCR** 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 **March 26, 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

Accomplish this RFQ correctly, completely, and legibly.
 Do not alter the contents of this form in any way.
 Failure to comply with any mandatory requirements will disqualify your quotation.
 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	QUAN TITY	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE	OFFERED BRAND & MODEL
	(A)				(B)	(AxB)	(IF APPLICABLE)
Establishing of ISO 9001:2015 Functional Quality Objectives (FQOs) and Documentation of Their Corresponding Tools for Monitoring, Measurement, Analysis and Evaluation Training and Workshop							
April 15, 2024							
AM Snacks (Pasta/Noodles/Sandwich/ Kakanin and drinks)	40	Pax	100.00	4,000.00			
Lunch (Rice, Viand, Side Dish, Soup, Dessert and drinks)	40	Pax	250.00	10,000.00			
PM Snacks (Pasta/Noodles/Sandwich/ Kakanin and drinks)	40	Pax	100.00	4,000.00			
April 16, 2024							
AM Snacks (Pasta/Noodles/Sandwich/ Kakanin and drinks)	40	Pax	100.00	4,000.00			
Lunch (Rice, Viand, Side Dish, Soup, Dessert and drinks)	40	Pax	250.00	10,000.00			
PM Snacks (Pasta/Noodles/Sandwich/ Kakanin and drinks)	40	Pax	100.00	4,000.00			
Total			-----	36,000.00	-----		

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



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Thirty Six Thousand Pesos Only (PhP 36,000.00)	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: **ON THE DAY OF THE EVENT**
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.