



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: **April 9, 2024**

RFQ No.: **032-24**

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 Plumbing Fittings and Fixtures for SEPPD Office** 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 **April 16, 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 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)
Supply, Delivery and Installation Plumbing Fittings and Fixtures for SEPPD Office							
Water Closet including Fittings and Accessories	2	unit	19,415.00	38,830.00			
Lavatory with Pedestal including Fittings and Accessories	2	unit	7,755.00	15,510.00			
Hose Bib Faucet	2	unit	1,402.50	2,805.00			
Bidet	2	unit	3,520.00	7,040.00			
Two-Way Angle Valve	2	unit	1,177.00	2,354.00			
Wall Mounted Bathroom Mirror	2	unit	2,145.00	4,290.00			
TOTAL			-----	70,829.00			

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

*Please see attached Technical Specifications on pages **5 and 8**.





<u>FINANCIAL OFFER</u>	
Approved Budget for the Contract	Total Offered Quotation
Seventy Thousand Eight Hundred Twenty Nine Pesos (PhP 70,829.00)	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 within fifteen (15) calendar days upon receipt/conforme of the Work Order</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.





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TECHNICAL SPECIFICATIONS

Supply, Delivery, and Installation of Plumbing Fittings and Fixtures for SEPPD Office

I. OBJECTIVE

The BAFE intends to procure plumbing fixtures, fittings, and finishes for the relocation of the SEPPD office in the SRA building including the removal of old fixtures and installation of new fixtures, which is deemed necessary to maintain a convenient and proper sanitation for employees.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is Seventy Thousand Eight Hundred Twenty-Nine Pesos (**Php 70,829.00**), inclusive of all taxes, delivery and installation.

III. PROJECT/DELIVERY SITE

- The project shall cover the Supply, Delivery, and Installation of Plumbing fixtures, fittings, and finishes for the SEPPD office.
- Delivery Site: Must be delivered at the address below:

BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
Sugar Center, Annex II Building Extension, North Avenue, Diliman,
Quezon City

IV. SCHEDULE OF DELIVERY AND INSTALLATION

Delivery and Installation shall be within fifteen (15) calendar days upon receipt/conformance of the Work Order.








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Bureau of Agricultural and
Fisheries Engineering - BAFE



V. ITEM SPECIFICATIONS AND COST ESTIMATES

ITEM DESCRIPTION	SPECIFICATIONS	QTY	UNIT COST	TOTAL UNIT COST	SAMPLE IMAGE
Water Closet Including Fittings and Accessories	<ul style="list-style-type: none"> Must be a Glossy white finish With Siphonic flushing system Double flushing (4-6 liters per flush) The height from the finish floor line to the top of the tank must be at least 750mm. 	2	19,415.00	38,830.00	
Lavatory with Pedestal Including Fittings and Accessories	<ul style="list-style-type: none"> Must be a glossy white finish Height from the finish floor line to the top of the lavatory must be at least 750mm 	2	7,755.00	15,510.00	
Hose Bib Faucet	<ul style="list-style-type: none"> Must be Satin finish Material made of stainless steel 	2	1,402.50	2,805.00	
Bidet	<ul style="list-style-type: none"> Must be Satin Finish Material made of stainless steel 	2	3,520.00	7,040.00	
Two-Way Angle Valve	<ul style="list-style-type: none"> Fittings must be compatible with the connections to the water line, bidet, and water closet Material made of stainless steel 	2	1,177.00	2,354.00	

ITEM DESCRIPTION	SPECIFICATIONS	QTY	UNIT COST	TOTAL UNIT COST	SAMPLE IMAGE
Wall Mounted Bathroom Mirror	<ul style="list-style-type: none"> • Material made of Glass • at least 600mm Length • at least 450mm Width • at least 4mm Thickness 	2	2,145.00	4,290.00	
TOTAL				70,829.00	

VI. TERMS AND CONDITIONS

1. Delivery, labor, removal of old fixtures, installation, and connections of materials without any presence of leaks shall be included in the offered quotation.
2. The supplier shall conduct a site inspection before the submission of bids.
3. All consumables including the tools to be used on the day of installation shall be provided by the supplier free of charge.
4. The supplier shall take all necessary precautions for the safety of their workers during work.
5. Any damages to BAFE or SRA property that may be incurred during removal and installation shall be shouldered by the supplier.
6. The supplier shall designate a responsible member to the site whose duty shall be the prevention of accidents at work and/or damage to property.
7. Liquidated damage shall be in accordance with RA. 9184.

VII. AFTER-SALES SERVICE

The supplier shall do necessary repairs /replacements if there are any leaks/cracks/defects on the installed plumbing fixtures, fittings, and finishes within one (1) week





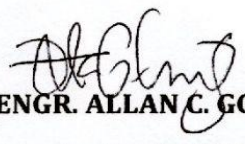
VIII. PAYMENT

One-time payment shall be made upon completion and acceptance of the Supply, Delivery, and Installation of plumbing fixtures, fittings, and finishes for the SEPPD office subject to the submission of the sales invoice/delivery receipt.

Prepared by:


ENGR. CHRISTIAN D. MANALANG
Procurement Coordinator, SEPPD

Noted by:


ENGR. ALLAN C. GOLENG
Interim Chief, BAFE-SEPPD