



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 12, 2024**

RFQ No.: **033-24**

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 **Various Food Provisions for May 2024 Meetings of Bureau of Agricultural and Fisheries Engineering (BAFE)** 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 17, 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

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)
LOT 1- AFD							
Food Provision for the conduct of various Bids and Awards Committee (BAC) Meeting for the month of May CY 2024							
May 2, 2024							
Lunch Steamed Rice, Garlic Broccoli, Tinolang Manok, Tortang Dulong, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
PM Snacks Clubhouse Sandwich, Softdrinks	25	Pax	100.00	2,500.00			
May 8, 2024							
Lunch Steamed Rice, Buttered Chicken, Pakbet, Cream of Mushroom Soup, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
PM Snacks Cheesy Spaghetti, 2 pcs Shanghai, Softdrinks	25	Pax	100.00	2,500.00			
May 15, 2024							
Lunch Steamed Rice, Pork Humba, Chopsuey, Egg Soup, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
PM Snacks Carbonara, 2 pcs Garlic Bread, Softdrinks	25	Pax	100.00	2,500.00			
May 22, 2024							
Lunch Steamed Rice, Garlic Chicken, Beef Nilaga, Ginisang Ampalaya, Dessert, Canned Juice	25	Pax	250.00	6,250.00			



PM Snacks Bilo-bilo, Softdrinks	25	Pax	100.00	2,500.00			
May 29, 2024							
Lunch Steamed Rice, Chicken Adobo, Ginisang Kalabasa at Sitaw, Sinigang na Hipon, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
PM Snacks Ham and Cheese Sandwich, Softdrinks	25	Pax	100.00	2,500.00			
Total (Lot 1)			----	43,750.00	-----		
Lot 2- EPDSD							
Food Provision during the conduct of various meetings of EPDSD on May 2024 at BAFE Conference Room							
Consultation on the Draft Modular Design and Cost of Multi-Species Freshwater Hatchery on May 2, 2024							
AM Snacks Burger/Sandwich/"kakanin", bottled/canned juice	15	Pax	100.00	1,500.00			
Lunch 1 variant (chicken/beef/fish), vegetables, dessert, soup, rice and bottled drink)	15	Pax	250.00	3,750.00			
PM Snacks Pasta, bottled/canned soft drink	15	Pax	100.00	1,500.00			
Meeting for the Finalization of Guidelines and Procedural Manual for the Valuation of Mechanization and Infrastructure Projects of DA on May 17, 2024							
AM Snacks Burger/Sandwich/"kakanin", bottled/canned juice	15	Pax	100.00	1,500.00			
Lunch 1 variant (chicken/beef/fish), vegetables, dessert, soup, rice and bottled drink)	15	Pax	250.00	3,750.00			
PM Snacks Pasta, bottled/canned soft drink	15	Pax	100.00	1,500.00			
Consultation on the Technical Bulletin for the Design and Specifications of Wind Energy System as Power Source of Various Agri-Fisheries Mechanization and Infrastructure Projects on May 30, 2024							
AM Snacks Burger/Sandwich/"kakanin", bottled/canned juice	15	Pax	100.00	1,500.00			
Lunch 1 variant (chicken/beef/fish), vegetables, dessert, soup, rice and bottled drink)	15	Pax	250.00	3,750.00			
PM Snacks Pasta, bottled/canned soft drink	15	Pax	100.00	1,500.00			
Sub-Total			----	20,250.00	-----		
Food Provision during the conduct of various activities of Quality Management System (QMS) for ISO 9001:2015 Certification of the Bureau of Agricultural and Fisheries Engineering (BAFE) for the month of May 2024 in NCR							
Establishing of ISO 9001:2015 Functional Quality Objectives (FQOs) and Documentation of Their Corresponding Tools for Monitoring, Measurement, Analysis and Evaluation Training and Workshop							



May 8, 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			
May 9, 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			
Focus Group Discussion, coaching and mentoring on FQO Review and Validation, including the monitoring and evaluation tools							
May 17, 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			
Sub-Total			----	54,000.00	-----		
Total (Lot 2)			----	74,250.00	-----		
Lot 3- SRED							
Food Provision for the conduct of DA-TESDA-PSABE-AMMDA JMC Collaboration Meeting on May 22, 2024 at SRED Conference							
AM Snacks Pasta, Soda	10	Pax	100.00	1,000.00			
Lunch Rice, Meat 1, Meat 2, Soup, Dessert/Fruit in Season, Side Dish, Soda	10	Pax	250.00	2,500.00			
Sub-Total			----	3,500.00	-----		
Food Provision for the conduct of TEAAC Meeting on May 23, 2024 at SRED Conference and via MS Team							
AM Snacks Pasta, Soda	10	Pax	100.00	1,000.00			
Lunch Rice, Meat 1, Meat 2, Soup, Dessert/Fruit in Season, Side Dish, Soda	10	Pax	250.00	2,500.00			



PM Snacks Burger/Sandwich, Soda	10	Pax	100.00	1,000.00			
Sub-Total			----	4,500.00	-----		
Total (Lot 3)			----	8,000.00	-----		
Lot 4- PPMD							
Food Provision for the conduct of various meetings regarding Agricultural and Fishery Engineering Support Activities of PPMD for the month of May 2024							
May 7, 2024							
AM Snacks Pasta/Noodles/Sandwich/Bun and Drink	15	Pax	100.00	1,500.00			
Lunch Menu: Rice, 1 Viand (Chicken/Pork/Beef w/ Veggies) and Drink	15	Pax	250.00	3,750.00			
May 28, 2024							
AM Snacks Pasta/Noodles/Sandwich/Bun and Drink	15	Pax	100.00	1,500.00			
Lunch Menu: Rice, 1 Viand (Chicken/Pork/Beef w/ Veggies) and Drink	15	Pax	250.00	3,750.00			
Sub-Total			----	10,500.00	-----		
Food Provision for the conduct of various meetings for Development of Organizational Policies, Plans and Programs of PPMD for the Month of May 2024							
May 15, 2024							
AM Snacks Pasta/Noodles/Sandwich/Bun and Drink	10	Pax	100.00	1,000.00			
Lunch Menu: Rice, 1 Viand (Chicken/Pork/Beef w/ Veggies) and Drink	10	Pax	250.00	2,500.00			
Sub-Total			----	3,500.00	-----		
Total (Lot 4)			----	14,000.00	-----		

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



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FINANCIAL OFFER		
Lot No.	Approved Budget for the Contract	Total Offered Quotation
1	Forty Three Thousand Seven Hundred Fifty Pesos Only (PhP 43,750.00)	In words: _____ _____
2	Seventy Four Thousand Two Hundred Fifty Pesos Only (PhP 74,250.00)	In words: _____ _____
3	Eight Thousand Pesos Only (PhP 8,000.00)	In words: _____ _____
5	Fourteen Thousand Pesos Only (PhP 14,000.00)	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.