



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: **May 13, 2024**

RFQ No.: **040-24**

**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 Dri-Fit Polo Shirt for the BAFE 11th Anniversary Celebration Sports Fest** 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 **May 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 (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)
Printing of Dri-Fit Polo Shirts  Materials: Cotton- 40% Polyester- 60%  Printing Method: Full Sublimation  Features: Wrinkle and shrink-resistant  Color: See color code in Polo Shirt Design	120	piece	500.00	60,000.00			
<b>TOTAL</b>			-----	<b>60,000.00</b>			

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

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



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<b><u>FINANCIAL OFFER</u></b>	
<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
<b>Sixty Thousand Pesos (PhP60,000.00)</b>	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



<b>TERMS AND CONDITIONS</b>
1. Bidders shall provide the correct and complete information required in this form.
2. Price quotation/s must be valid for a period of <b><u>ONE HUNDRED TWENTY (120) CALENDAR days</u></b> 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 <b><u>LOT</u></b> . 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: <b><u>On or before June 5, 2024.</u></b>
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. <b>Payments shall be based on actual services delivered.</b>
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 <b>originally-signed</b> 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**

**TITLE:**

**PRINTING AND PRODUCTION OF DRI-FIT POLO SHIRT FOR THE BAFE 11TH ANNIVERSARY CELEBRATION SPORTS FEST.**

**APPROVED BUDGET FOR THE CONTRACT (ABC):**

The Approved Budget for the Contract is Sixty Thousand Pesos (Php 60,000.00) inclusive of all applicable charges and taxes

**TECHNICAL SPECIFICATIONS:**

Item	Description	Quantity	Unit Cost	Total
1	Printing of Polo Shirts  Material: Cotton - 40% Polyester - 60%  Printing Method: Full Sublimation  Features: Wrinkle and shrink-resistant  Color: See color code in Polo Shirt Design  Sizes: - XS (13) - S (20) - M (26) - L (33) - XL (21) - 2XL (1) - 3XL (4) - 4XL (1) - 6XL (1)	120	500.00/pc	60,000.00
<b>GRAND TOTAL</b>				<b>60,000.00</b>

**SIZE CHART**

SIZE	XS	S	M	L	XL	2XL	3XL	4XL	5XL	6XL
<b>WIDTH</b>	Atleast 18"	Atleast 19"	Atleast 20"	Atleast 21"	Atleast 22"	Atleast 24"	Atleast 25"	Atleast 26"	Atleast 27"	Atleast 28"
<b>LENGTH</b>	Atleast 24"	Atleast 26"	Atleast 27"	Atleast 28"	Atleast 30"	Atleast 31"	Atleast 32"	Atleast 33"	Atleast 34"	Atleast 35"



**TERMS AND CONDITIONS:**

















1. The BAFE will provide the electronic copies of the polo shirts for the BAFE Anniversary Sports Fest to the supplier via email, using [epdsd.procurement@gmail.com](mailto:epdsd.procurement@gmail.com)
2. The supplier shall provide one (1) sample of the polo shirt within three (3) calendar days upon receipt of Purchase;
3. The supplier must provide polo shirt sizes ranging from XS to 6XL;
4. BAFE will conduct a review of the submitted polo shirt sample for one (1) calendar day;
5. The supplier will be given two (2) calendar days to finalize the polo shirt based on the comments/suggestions provided by the BAFE for approval before mass production;
6. Delivery period is on or before **June 5, 2024**;
7. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expenses to the Drop-off point; and
8. Drop-off point is at BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman Quezon City.

Prepared by:

**ENGR. ALEXANDER NICOLE L. TAN**  
Procurement Coordinator, EPDSD

Noted by:

**ENGR. NOEMI L. CARPIO**  
Chief, EPDSD

Color Code	
	#00e8df
	#70c74f
	#e28036
	#f1cc66
	#d4be54
	#eda97a
	#c6ca54
	#f1bb00
	#007328
	#ffffff
	#1aac00
	#ff0e0e
	#c20e0e
	#7f0000
	#460000
	#000000

