



Republic of the Philippines
Department of Agriculture
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)
Diliman, Quezon City
Tel No. (02) 8294-6452 Fax No. (02) 941-8151
Email Add: od.bafe@gmail.com

Page: ___ of ___
Reference No:
Date Released:
Released by:

REQUEST FOR QUOTATION

Date: August 27, 2020
RFQ No.: 008-20

Name of Supplier / Company: _____

Address: _____

TIN: _____

PhilGEPS Registration Number (required): _____

The **Department of Agriculture - Bureau of Agricultural and Fisheries Engineering (BAFE)**, through its **Bids and Awards Committee (BAC)**, intends to procure "**Provision of Fuel to BAFE Authorized Motor Vehicle through the use of Fleet Cards for CY 2020**" in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

As such, you are invited to submit your establishment's quotations/proposals duly signed by you or your duly authorized representative not later than **September 2, 2020 at 12:00 noon**. A copy of your **2020 Mayor's/Business Permit (Certified True Copy)** is required to be submitted along with your quotation/proposal.

A notarized Omnibus Sworn Statement (GPPB-prescribed form) will also be required to be submitted prior to award.

Open quotations may be submitted, personally at **DA-BAFE BAC Office** at the **4th floor, DA Old Building, Elliptical Road Diliman, Quezon City**. Moreover, an electronic copy can be submitted but the original copy of the quotations must be submitted personally or via courier two (2) weeks after the set deadline.

For any clarification, you may contact us at telephone no. **(02) 8941-8151** or at bafe.procurement@gmail.com.

ENGR. EMER-ROSE G. ASUG
BAC Secretariat Head



INSTRUCTIONS

1. Accomplish this RFQ correctly and accurately.
2. Do not alter the contents of this form in any way,
3. Failure to comply with any of the mandatory requirements will disqualify your quotation.
4. Failure to follow these instructions will disqualify your entire quotation.

After having carefully read and accepted the Terms and Conditions, I/We submit our quotation for the item/s as follows:

Procurement Project	Approved Budget for the Contract (ABC)
Provision of Fuel to BAFE Authorized Motor Vehicle through the use of Fleet Cards for CY 2020	PhP 108,000.00

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: _____

Please quote your best offer for the items below. The information stated below shall be the basis for the evaluation and calculation of your quotation.

QTY	UNIT	ITEM/DESCRIPTION	ABC	UNIT PRICE	TOTAL PRICE
4	months	Fleet Cards for Toyota Hi-Lux Diesel	P 60,000.00		
4	months	Fleet Cards for Toyota Hi-Ace Diesel	P 48,000.00		
		TOTAL AMOUNT	P 108,000.00		

*Please see attached Terms of Reference (TOR)



TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and accurate information required in this form.
2.	Bidders may quote for any or all the items.
3.	Price quotation/s must be valid for a period of One Hundred Twenty (120) calendar days from the date of submission of quotation.
4.	Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable, including delivery charges.
5.	Quotations exceeding the Approved Budget for the Contract shall be rejected.
6.	Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7.	Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8.	Delivery and/or Installation Period: <u>Seven Calendar Days upon conforme of Work Order (WO).</u>
9.	The DA-BAFE shall have the right to inspect and/or to test the goods to validate its conformity to the technical specifications.
10.	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.
11.	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.
12.	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.

 Signature over Printed Name

 Position/Designation

 Office Telephone No.

 Fax/ Mobile No.

 Email address/ es

TERMS OF REFERENCE

I. TITLE:

PROVISION OF FUEL THROUGH THE USE OF FLEET CARDS FOR CY 2020

II. APPROVED BUDGET FOR THE CONTRACT (ABC):

One Hundred Eight Thousand Pesos (Php 108,000.00)

III. CONTRACT DURATION

The contract shall start Seven (7) calendar days upon conforme of Work Order (WO) up until December 31, 2020

IV. OBJECTIVES

1. To ensure availability and supply of the fuel requirements of the vehicles for four (4) months;
2. To be able to access the supply of fuel in service stations nationwide;
3. To effectively and efficiently manage the fuel consumption of the BAFE motor vehicles;

V. SCOPE OF THE CONTRACT

1. Availability in the provision of the fuel requirements based on the estimated volume/quantity of allocation; as follows:

TYPE	PLATE	FUEL TYPE	ALLOCATION PER MONTH
Toyota Hi-Lux (Pick-up)	A8N - 961	Diesel	250 liters
Toyota Hi-Ace (Passenger Van)	A8D - 749	Diesel	200 liters

2. If necessary, as approved by designated BAFE Official (s), revise and amend the list of BAFE authorized vehicles for the supply of fuel;
3. Utilization of fuel shall be through use of fleet cards.

VI. SUPPLY OF FUEL

The contractor shall ensure the availability and supply of fuel at any authorized gasoline/service station nationwide through the use of fleet cards.

VII. RESPONSIBILITIES OF THE SUPPLIER

1. The supplier shall assume overall responsibility for the quality, availability and continuous nationwide supply of fuel to BAFE service vehicle;
2. The supplier shall issue fleet cards, under the name of DA - Bureau of Agricultural and Fisheries Engineering (BAFE) to all BAFE motor vehicles;
3. The supplier shall ensure the availability and supply of fuel at any authorized gasoline station nationwide through the use of fleet cards.

VIII. TERMS OF GUARANTEE

1. The supplier shall protect the DA-BAFE from possible frauds, misuse and abuse of the fleet cards;
2. The supplier shall provide individual fleet cards to each motor vehicle to identify BAFE motor vehicle that are allowed to refuel;
3. The supplier shall provide mechanisms to limit the refueling up to the maximum allowable monthly allocation per vehicle/fleet card;
4. The supplier shall guarantee the availability of gasoline stations nationwide;
5. The supplier shall ensure online access for every transaction;
6. The supplier shall issue official receipts for every transactions made;
7. The supplier shall guarantee 24/7 accessibility for complaints, queries or report of loss fleet cards.

IX. MINIMUM REQUIREMENTS

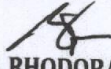
The supplier shall establish the capacity to fulfill the aforementioned responsibilities by submitting the following:

1. Documentary proof of existing institutional clients;
2. List and locations of gasoline stations;
3. Company Profile; and
4. Articles of incorporation

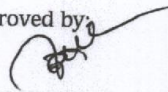
TERMS OF PAYMENT

1. Submission of monthly billing statement;
2. Payment (VAT inclusive) shall be based on actual fuel consumption.

Prepared by:


MS. RHODORA R. CONCEPCION
Supply Officer II

Approved by:


ENGR. JUANA T. TAPEL, PH.D.
Assistant Director