



REQUEST FOR QUOTATION

Date: **August 27, 2020**

RFQ No.: **020-20**

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 **NON-PS Consumables (BAFE Ink Requirements for CY 2020)**, classified into **three (3) lots**, which will be undertaken in accordance with Section 53.9 (Small Value Procurement) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184.

Item Description	LOT	Total Cost
Ink Cart,EPSON L6190, 01 Black	1	41,000.00
Ink Cart,EPSON L6190, 01 Cyan		23,000.00
Ink Cart,EPSON L6190, 01 Magenta		23,000.00
Ink Cart,EPSON L6190, 01 Yellow		23,000.00
Epson T9731 Black Ink Cartridge for Epson WF-C869R		17,920.00
Epson T9731 Cyan Ink Cartridge for Epson WF-C869R		22,400.00
Epson T9731 Yellow Ink Cartridge for Epson WF-C869R		22,400.00
Epson T9731 Magenta Ink Cartridge for Epson WF-C869R		22,400.00
Ink Cart, HP Laserjet 35A	2	30,000.00
Toner Cartridge, HP C500A, Black		40,000.00
Toner Cartridge, HP C501A, Cyan		20,000.00
Toner Cartridge, HP C502A, Yellow		20,000.00
Toner Cartridge, HP C503A, Magenta		20,000.00
Ink Cartridge, HP F6V26AA (HP680) Tri-color		4,060.00
Ink Cartridge, HP 932XL , CN053AA, Black		20,000.00
Ink Cartridge, HP 933XL , CN055AA, Magenta		5,000.00
Ink Cartridge, HP 933XL , CN054AA, Cyan		5,000.00
Ink Cartridge, HP 933XL , CN056AA, Yellow		5,000.00
Ink Cartridge, HP F6V27AA (HP680) Black		8,120.00
Toner HP 80A (Black)		20,000.00
Toner MLT-D 205L (Black)		20,000.00
Toner HP 203A (Black)		20,000.00
Toner HP 203A (Cyan)		25,000.00
Toner HP 203A (Yellow)		25,000.00
Toner HP 203A (Magenta)	25,000.00	
Kyocera Toner TK-1168 Ecocys P2040DN	3	250,250.00
Brother Ink Cartridge LC-539XL Black		4,400.00
Brother Ink Cartridge LC-535XL Magenta		2,200.00
Brother Ink Cartridge LC-535XL Cyan		2,200.00
Brother Ink Cartridge LC-535XL Yellow		2,200.00
Typewriter Ribbon		5,000.00



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:

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 9, 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, manually 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)
NON-PS Consumables (BAFE Ink Requirements for CY 2020)	PhP 773,550.00

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 (PhP)	UNIT PRICE	TOTAL PRICE
82	PCS	Ink Cart,EPSON L6190, 01 Black	41,000.00		
46	PCS	Ink Cart,EPSON L6190, 01 Cyan	23,000.00		
46	PCS	Ink Cart,EPSON L6190, 01 Magenta	23,000.00		
46	PCS	Ink Cart,EPSON L6190, 01 Yellow	23,000.00		
2	PCS	Epson T9731 Black Ink Cartridge for Epson WF-C869R	17,920.00		
2	PCS	Epson T9731 Cyan Ink Cartridge for Epson WF-C869R	22,400.00		
2	PCS	Epson T9731 Yellow Ink Cartridge for Epson WF-C869R	22,400.00		
2	PCS	Epson T9731 Magenta Ink Cartridge for Epson WF-C869R	22,400.00		
12	PCS	Ink Cart, HP Laserjet 35A	30,000.00		
10	PCS	Toner Cartridge, HP C500A, Black	40,000.00		
5	PCS	Toner Cartridge, HP C501A, Cyan	20,000.00		
5	PCS	Toner Cartridge, HP C502A, Yellow	20,000.00		
5	PCS	Toner Cartridge, HP C503A, Magenta	20,000.00		



10	PCS	Ink Cartridge, HP F6V26AA (HP680) Tri-color	4,060.00		
10	PCS	Ink Cartridge, HP 932XL , CN053AA, Black	20,000.00		
5	PCS	Ink Cartridge, HP 933XL , CN055AA, Magenta	5,000.00		
5	PCS	Ink Cartridge, HP 933XL , CN054AA, Cyan	5,000.00		
5	PCS	Ink Cartridge, HP 933XL , CN056AA, Yellow	5,000.00		
20	PCS	Ink Cartridge, HP F6V27AA (HP680) Black	8,120.00		
4	PCS	Toner HP 80A (Black)	20,000.00		
4	PCS	Toner MLT-D 205L (Black)	20,000.00		
4	PCS	Toner HP 203A (Black)	20,000.00		
5	PCS	Toner HP 203A (Cyan)	25,000.00		
5	PCS	Toner HP 203A (Yellow)	25,000.00		
5	PCS	Toner HP 203A (Magenta)	25,000.00		
35	PCS	Kyocera Toner TK-1168 Ecocys P2040DN	250,250.00		
10	PCS	Brother Ink Cartridge LC-539XL Black	4,400.00		
5	PCS	Brother Ink Cartridge LC-535XL Magenta	2,200.00		
5	PCS	Brother Ink Cartridge LC-535XL Cyan	2,200.00		
5	PCS	Brother Ink Cartridge LC-535XL Yellow	2,200.00		
10	PCS	Typewriter Ribbon Model: Carrera de Luxe, OLYMPIA Color: Black Single-strike carbon ribbon C	5,000.00		
TOTAL AMOUNT			P 773,550.00		



TERMS AND CONDITIONS:	
1.	Bidders shall provide correct and accurate information required in this form. ^[SEP]
2.	Bidders may quote for any or all the items. ^[SEP]
3.	Price quotation/s must be valid for a period of One Hundred Twenty (120) calendar days from the date of submission of quotation. ^[SEP]
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. ^[SEP]
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. ^[SEP]
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. ^[SEP]
8.	Delivery and/or Installation Period: Fourteen (14) calendar days upon conforme of the Purchase/ Work Order.
9.	The DA-BAFE shall have the right to inspect and/or to test the goods to validate its conformity to the technical specifications. ^[SEP]
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. ^[SEP]
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. ^[SEP]

 Signature over Printed Name

 Position/Designation

 Office Telephone No.

 Fax/ Mobile No.

 Email address/ es