



REQUEST FOR QUOTATION

Date: **November 21, 2024**

RFQ No.: **081-24**

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 **Supply, Delivery and Installation of doors and fittings for BAFE Building** 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 **November 27, 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 may 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 should be submitted at email address **afd.procurement22@gmail.com**.

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at **afd.procurement22@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)
Supply, Delivery and Installation of doors and fittings for BAFE Building							
Glass Door with Aluminum Frame	1	set	150,000.00	150,000.00			
PVC Bathroom Door	1	set	4,790.00	4,790.00			
P trap Lavatory	1	set	1,100.00	1,100.00			
TOTAL			-----	155,890.00			

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

**Please see attached Itinerary of Travel on pages 5-8.*



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Fifty Five Thousand Eight Hundred Ninety Pesos Only (PhP 155,890.00)	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 initiated by you or any of your duly authorized representative/s.
9. Delivery and/or Installation Period: **Fifteen (15) calendar days upon receipt of the Work Order (W.O.). The conduct of installation shall only be allowed on Saturday**
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.



TECHNICAL SPECIFICATIONS

SUPPLY, DELIVERY AND INSTALLATION OF DOORS AND FITTINGS FOR BAFE BUILDING


I. OBJECTIVE


To replace the damaged doors of AFD and EPDSD and to have a safe and secured office. In order to maintain the proper sanitation, the AFD intends to replace the P trap lavatory.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **One Hundred Fifty Five Thousand Eight Hundred Ninety Pesos (Php 155,890.00)** inclusive of all government taxes and charges, professional fees, and other costs.

III. ITEMS SPECIFICATIONS AND COST ESTIMATES

DESCRIPTION/PARTICULARS	QTY	UNIT	UNIT COST	SAMPLE PICTURE
Glass Door with Aluminum Frame <ul style="list-style-type: none"> • Jamb - 45 x 100 x 2mm thickness • Door Frame - 45 x 45 x 2mm thickness • Vertical lock set up/down center • Center lock set 	1	set	150,000.00	<i>see attached Annex A</i>
PVC Bathroom Door <ul style="list-style-type: none"> • 70 x 210cm • color: white • without louver • with door pad; jamb and hinges • with door knob 	1	set	4,790.00	

P trap Lavatory <ul style="list-style-type: none"> • Stainless steel • 1 ¼" 	1	set	1,100.00	
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IV. SCHEDULE OF DELIVERY AND INSTALLATION

Fifteen (15) calendar days upon receipt of Work Order. The conduct of installation shall only be allowed on Saturday.

V. SCOPE OF WORKS

- Installation of doors and plumbing accessories
- Dismantling
- Cleaning and removal of debris
- Disposal of old doors

VI. TERMS AND CONDITIONS

- Labor, installation, dismantling, connections of materials shall be included in the offered quotation;
- The supplier shall remove the old door, and fixtures and include the fee of works to the quotation;
- All consumables including tools to be used on the day of installation shall be provided by the supplier free of charge;
- Be liable for any damages which may occur shall be settled by the supplier at its own expenses;
- The supplier shall take all necessary precautions for the safety of their workers during work.
- The supplier shall designate a responsible member to the site.

VII. ADDITIONAL REQUIREMENTS

- Conduct a site inspection and submit a certificate of site survey upon submission of Request for Quotation (RFQ).

VIII. AFTER SALES SERVICE

The winning bidder shall repair the items if there are major defects two (2) weeks after the installation.

IX. TERMS OF PAYMENT

One-time payment shall be made upon complete delivery, installed, acceptance, and compliance with the following documents for payment:

- Sales Invoice/Delivery Receipt



Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
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ANNEX A

