



REQUEST FOR QUOTATION

Date: **January 17, 2025**

RFQ No.: **002-25**

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 AND DELIVERY OF CLEAN AND SAFE PURIFIED DRINKING WATER FOR THE CONSUMPTION OF BAFE EMPLOYEES FOR CY 2025** 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 **January 22, 2025, 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**.

Original Signed
GLENN M. ERLANO
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 (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 AND DELIVERY OF CLEAN AND SAFE PURIFIED DRINKING WATER FOR THE CONSUMPTION OF BAFE EMPLOYEES FOR CY 2025							
Drinking Water (28 bottles per week X 47 weeks)	1316	Unit	45.00	59,220.00			
Total			-----	59,220.00			

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

**Please see attached Technical Specifications on pages 5 -7.*



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Fifty Nine Thousand Two Hundred Twenty Pesos (Php 59,220.00)	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: The contract duration shall start on February 6, 2025 to December 23, 2025.
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.





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

TECHNICAL SPECIFICATION

SUPPLY AND DELIVERY OF CLEAN AND SAFE PURIFIED DRINKING WATER FOR THE CONSUMPTION OF BAFE EMPLOYEES FOR CY 2025

I. OBJECTIVES

To have a regular supply of clean and safe potable purified drinking water for the consumption of BAFE Employees.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) for the procurement of Drinking Water is amounting to **Fifty-Nine Thousand Two Hundred Twenty Pesos (Php 59,220.00)** inclusive of all applicable government taxes and charges, professional fees and other costs.

III. CONTRACT DURATION



The contract duration shall start on **February 06, 2025 to December 23, 2025.**

IV. SCOPE OF SUPPLY AND DELIVERY

- Supply and delivery of clean and safe purified drinking water for twenty-eight (28) water container (*Twenty (20) liters capacity of round water container*) per week to the BAFE Office, SRA Compound, Annex II, Building Extension, North Avenue, Diliman, Quezon City
- Supply and free use of seven (7) clean and safe working hot and cold-water dispensers.

V. OBLIGATIONS OF THE SUPPLIER

- Shall ensure the regular supply and delivery of clean, safe, and potable purified drinking water, on a once-a-week basis, every Thursday from 9:00 AM to 3:00 PM, **except for holidays/work suspension**. In case of holiday/work suspension, the delivery shall be made on the following day.
- Shall ensure the maintenance of seven (7) units of clean and working water dispensers.
- Shall ensure that each water container has no dents and damage and must be properly sealed.
- Shall replace the defective water dispenser/s within twenty-four (24) hours upon the request of replacement from DA-BAFE.
- Shall request the General Service Section for inspection for every delivery made and in the weekly collection of empty water containers.

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6. Shall ensure that their delivery personnel are wearing decent clothes with proper identification and are compliant with the health protocols imposed by the Government.
7. Shall conduct regular cleaning and maintenance for water dispensers, at least twice (2x) a month, on every other week schedule while in the presence of an authorized representative per Division.
8. Shall submit the current monthly Bacteriological Test Result to the AFD - General Services Section (AFD-GSS). The test must be conducted by the Department of Health (DOH)-accredited water-testing facility as Prescribed in the Philippine National Standards for Drinking Water.
9. Shall submit the Physical and Chemical water analysis to the AFD-GSS, every six (6) months, prior the signing of Purchase Order (PO), as required by the Department of Health (DOH) through the Health Facilities and Services Regulatory Bureau (HFSRB) accredited laboratory.
10. Shall issue invoice/delivery receipts of weekly deliveries and shall be countersigned by an authorized GSS personnel or Property Inspector, thereby affirming the true number of deliveries thereof.
11. Shall submit a monthly billing statement with sales invoice based on the quantity delivered which shall serve as supporting documents for the payment of the bill.
12. The supplier shall fully cooperate in addressing any concerns raised by the BAFE.

VI. ADDITIONAL REQUIREMENTS

The Supplier must submit:

1. Company profile; and
2. Certificate of Registration from the Bureau of Internal Revenue

VII. TERMS OF PAYMENT

1. Payment (VAT inclusive) shall be made upon receipt of the monthly billing based on quantity delivered.

A. Prerequisite/Attachment:

1. Maintenance and cleaning report signed by representative per Division
2. Satisfactory results of the Bacteriological Test.
3. Monthly Billing Statement with the appropriate Sales Invoice.

VIII. LIQUIDATED DAMAGES

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 the 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.

Prepared by:


SHEILA MAE G. TAGO
Procurement Coordinator, AFD

Noted by:


LOURDES C. BONIFACIO
Chief, Admin and Finance Division