



REQUEST FOR QUOTATION

Date: **January 24, 2025**

RFQ No.: **006-25**

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 **PROVISION OF COURIER SERVICES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)** 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 30, 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	QUANT ITY	UNIT	UNIT COST FOR THE WHOLE QUARTER	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERE D PRICE PER UNIT (B)	PLEASE FILL IN YOUR TOTAL OFFERED PRICE (AxB)	OFFERED BRAND & MODEL (IF APPLICABLE)
PROVISION OF COURIER SERVICES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)							
Provision of Courier Services of BAFE	1	lot	300,000.00	300,000.00			
Total			----	300,000.00			

*The above-quoted prices are **inclusive** of all costs and applicable taxes.
*Please see attached Technical Specifications on pages 5 -13.



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Three Hundred Thousand Pesos (Php 300,000.00)	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 <u>ONE HUNDRED TWENTY (120) CALENDAR days</u> 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 <u>LOT</u> . 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 Freight/Courier service contract shall have a duration of ten (10) months and shall commence from the receipt of the Notice of Awards/Work Order.
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.





BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
SRA Compound, Annex II Building Ext,
North Avenue, Diliman, Quezon City
(02) 8351-8120, (02) 8294-9741

TERMS OF REFERENCE

PROVISION OF COURIER SERVICES FOR THE BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)

I. RATIONALE


The Bureau of Agricultural and Fisheries Engineering (hereinafter referred to as “BAFE”) by virtue of Republic Act 10601, otherwise known as the Agricultural and Fisheries Mechanization Law, is mandated to monitor the implementation of the National Agricultural and Fisheries Modernization Plan of the Department of Agriculture. Moreover, it shall plan, implement, and evaluate the development of agricultural mechanization and infrastructure in the agriculture sector. Likewise, the Bureau also serves as the regulatory arm of the Department of Agriculture (DA) mandated to issue permits to operate (PTO) to agriculture and fishery tools and equipment manufacturers, fabricators, assemblers, and importers, and evaluate and issue certificate of conformity (CC) as well as implement accreditation and registration scheme for agriculture and fishery machinery, tools and equipment.

In order for BAFE to serve its mandates as stipulated in RA 10601, it needs to engage the services of a qualified courier service provider (hereinafter referred to as the “Service Provider”) to perform efficient, timely, and secured delivery of its official documents and relevant materials.


II. SCOPE OF SERVICE

The Service Provider shall provide courier services for BAFE. To this end, it shall perform the following functions and responsibilities:

- The item subject to courier services shall include but not be limited to:
 - Official letter and checks in Mailing Envelope;
 - Documents, publications, and legal documents in a brown envelope;
 - Publications, calendars, pamphlets, journals, DEDs, BOQs and POWs, and other technical documents, in packages.
- Door-to-door collection and delivery of documents. Service Provider representatives must pick up the parcels from the BAFE office, as scheduled, and deliver documents to their respective destination addresses.



www.bafe.da.gov.ph



Bureau of Agricultural and Fisheries Engineering - BAFE

3. Must have an assigned main servicing branch and at least one (1) alternate branch to execute the terms in the contract agreement between BAFE and the Service Provider. If both the main and alternate branches are unavailable, the Service Provider must immediately endorse the documents and other packages of BAFE to another servicing branch with the same terms and conditions as stated in the contract.
4. Provide a real-time mobile or online document tracking system and assign a point person to manage BAFE's account.
5. Submit a duly signed certified true and correct **monthly summary report** and **Proof of Deliveries (PODs)** or other forms of verification not later than five (5) working days after the end of every month. Delivery of PODs or other forms of verification to BAFE shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the Service Provider or its authorized representative.
6. Undertake **at least three (3) attempts** to deliver the mail and documents coursed through it. If undelivered after the first attempt, the Service Provider shall immediately notify the BAFE and wait for its instructions. BAFE may then modify the delivery details (e.g. different floor/unit but same building, or different recipient but same address, etc.) to aid in the second attempt to deliver the documents, without additional cost unless such modification resulted in a new delivery address. If it remains undelivered, the Service Provider shall return the documents to BAFE, stating a justifiable reason and proof for non-delivery thereof. If unable to return the undelivered parcels/return to sender (RTS) mail to BAFE, the Service Provider must submit a notarized affidavit of loss. Said items shall also be deducted from the Statement of Account (SOA).

For international mail with unsuccessful delivery attempts, the Service Provider shall advise and secure consent from BAFE on whether to bring back such mail to the Philippines or dispose of the same in the country of destination.

7. The Service Provider is required to implement appropriate security measures to protect the confidentiality of the documents throughout transit. It must ensure that only authorized personnel handle the package at all stages of delivery. Any unauthorized access, disclosure, duplication, or distribution of these documents is strictly prohibited and may result in legal consequences.
8. The delivery schedule or schedule of requirements provided below may be modified anytime at the option of the BAFE, provided that the Service Provider



be given notice of such modification one (1) week prior to the effectiveness of the modification. The supplier shall ensure on-time delivery of mail and documents in all cities and municipalities covered by the Service Provider nationwide and international destinations based on the schedule of requirements issued by the AFD-Records Section of BAFE.

In case of holidays/work suspension, BAFE shall coordinate with the service provider beforehand to ensure that the pick-up of documents continues as scheduled, even on holidays/work suspension. The service provider shall collect the items from the designated BAFE Guard.

Delivery Schedule/Schedule of Requirements

AREA OF DISTRIBUTION	EXPECTED DELIVERY DATE
Metro Manila (NCR)	To be delivered within two (2) days upon receipt of the documents from the Records Section. <i>Daily pick-up time is 3:00 PM.</i>
Luzon	To be delivered within five (5) working days upon receipt of the documents from the Records Section. <i>Daily pick-up time is 3:00 PM.</i>
Visayas	To be delivered within seven (7) working days upon receipt of the documents from the Records Section. <i>Daily pick-up time is 3:00 PM.</i>
Mindanao	To be delivered within seven (7) working days upon receipt of the documents from the Records Section. <i>Daily pick-up time is 3:00 PM.</i>
International	To be delivered within seven (7) working days upon receipt of the documents from the Records Section. <i>Daily pick-up time is 3:00 PM.</i>

9. The Statement of Account (SOA) to be issued by the Service Provider to BAFE should be based on the actual number of deliveries made per month. In case of delivery to remote areas, additional fees may be charged accordingly. For parcels that will exceed the legal size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly.

10. The Service Provider must attach to its bid the filled-out forms in Annexes A and B of this TOR and submit pertinent supporting documents.



III. ADDITIONAL QUALIFICATIONS AND REQUIREMENTS

QUALIFICATION	DOCUMENTARY REQUIREMENTS TO BE SUBMITTED
Service Providers must have a reputable track record in nationwide courier services and must have been in the same business for at least three years	Proof of at least two (2) similar completed contracts with another Philippine government agency/ies for the past three (3) years.
Service Providers must offer domestic and international courier services	Company profile, scope of services
Service Providers must have multiple operational branches nationwide	List of branches
Service Providers must have a real-time mobile or online document-tracking system	Screenshot/brochure/link of the tracker
Service Provider should have an assigned point person that will handle the account and all the necessary transactions of BAFE with the courier Service Provide	Copy of his/her government-issued identification card and company employee ID upon signing of the Notice to Proceed

IV. CONTRACT DURATION

The Freight/Courier service contract shall have a duration of **ten (10) months** and shall commence from the receipt of the Notice of Award / Work Order.

V. APPROVED BUDGET OF CONTRACT AND MODE OF PROCUREMENT

The Approved Budget for the Contract is **Three Hundred Thousand Pesos (Php 300,000.00)**, inclusive of all applicable government taxes, service charges, and other additional fees for delivery to remote areas subject to the usual budgeting, accounting, and auditing rules and regulations.

The project will be procured through Negotiated Procurement – Small Value Procurement.

VI. PAYMENT SCHEME

BAFE shall pay the Service Provider on a monthly basis within thirty (30) calendar days upon receipt of the SOA or billing statement of a given period,

duly certified true and correct monthly report and/or Proof of Deliveries (PODs) or other forms of verification that the recipients have received their packages, and a Certificate of Satisfactory Service Rendered issued by the Records Section of BAFE. Should there be undelivered parcels/ Return-To-Sender (RTS) mail, the same should be completely delivered to BAFE prior to processing of payment. In case of lost or unretrieved parcels, the Service Provider shall provide a notarized affidavit of loss and the same must be deducted from the SOA. BAFE may hold the processing of payment for failure to submit the complete documentary requirements stated above.

VII. LIQUIDATED DAMAGES

In case of delay in the delivery of expected service, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (1/10 of 1% or 0.1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, BAFE shall rescind the contract, without prejudice to other courses of action and remedies open to it.

VIII. DISPUTE RESOLUTION

1. Should there be any dispute related to the contract and/or rights of the parties, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.
2. In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts.

Any amendment or additional terms and conditions to the TOR must be in writing, signed, and acknowledged by the Parties.

Prepared by:


SHEILA MAE G. TAGO
Procurement Coordinator, AFD

Noted by:


LOURDES C. BONIFACIO
Chief, AFD

ANNEX A. Technical Specifications

Bidders **must** state “Comply” or any equivalent term in the column “Bidder’s Statement of Compliance” against each of the individual parameters of each “Specification”.

Item	Specification	Bidder’s Statement of Compliance
1	The Service Provider must have a reputable track record in nationwide courier services and must have been in the same business for at least three years attested by previous or current clients through the submission of Certificates of Satisfactory Services Rendered or any other similar document issued to it.	
2	The Service Provider must have completed at least two similar contracts with another Philippine government agency/ies for the past three years , submitting to BAFE a copy or proof of such.	
3	The service provider must offer domestic and international courier service.	
4	The service provider must have multiple operational branches nationwide.	
5	The service provider should have an assigned point person that will handle the account and all the necessary transactions of BAFE with the service provider.	
6	The Service Provider must have an assigned servicing branch and at least one (1) alternate branch to execute the terms in the contract agreement between BAFE and the Service Provider. If both the main and alternate branches are unavailable, the Service Provider must immediately endorse BAFE to another servicing branch with the same terms as stated in the contract.	
7	The service provider must have the capacity to accomplish the following: <ul style="list-style-type: none"> a. Door-to-door collection and delivery of documents; b. Deliver to the following locations: Nationwide and International destinations; c. Ensure on-time delivery of mails and documents specified in the Terms of Reference; 	



	<p>d. Provide real-time mobile or online document tracking-system and submit a daily report of delivery status to the Records Unit of the BAFE through e-mail;</p> <p>e. Submit a duly signed certified true and correct monthly summary report and Proof of Deliveries (PODs) or other forms of verification not later than five (5) working days after the end of every month. Delivery of PODs or other forms of verification to BAFE shall incur no additional charges. The veracity of the information stated in the summary of the PODs shall be duly certified by the Head of the Service Provider or its authorized representative.</p> <p>f. Provide a pouch and/or box for packaging of parcels;</p> <p>g. Undertake at least three (3) attempts to deliver the mails and documents coursed through it. If undelivered after the first attempt, the service provider shall immediately notify the BAFE and wait for its instructions. The BAFE may then modify the delivery details (e.g. different floor/unit but same building, or different recipient but same address, etc.) to aid in the third attempt to deliver the documents, without additional cost unless such modification resulted in a new delivery address. If it remains undelivered, the service provider shall return the documents to BAFE, stating a justifiable reason and proof for non-delivery thereof. If unable to return the undelivered parcels to BAFE, the Service Provider must submit a notarized affidavit of loss. Said item shall also be deducted from the SOA.</p> <p>h. Comply with the delivery schedule or schedule of requirements.</p>	
--	---	--



8	The Service Provider is required to implement appropriate security measures to protect the confidentiality of the documents throughout transit. It must ensure that only authorized personnel handle the package at all stages of delivery. Any unauthorized access, disclosure, duplication, or distribution of these documents is strictly prohibited and may result in legal consequences.	
9	The Statement of Account (SOA) to be issued by the Service Provider to BAFE should be based on the actual number of deliveries made per month. In case of delivery to remote areas, additional fees may be charged accordingly. For parcels that will exceed the legal size envelope and/or contain materials other than documents, necessary fees may also be charged accordingly.	

ANNEX B. Area of Distribution and Estimated Number of Parcels for 10 Months

Area of Distribution	Estimated Number of Parcels*		Estimated Price per unit/parcel**		Total Estimated Price	
	Legal Size Envelope	Packages	Legal Size Envelope	Packages	Legal Size Envelope	Packages
Metro Manila (NCR)	205	200				
Luzon	340	240				
Visayas	350	250				
Mindanao	350	250				
International	10	10				
TOTAL	1255	950				
TOTAL ESTIMATED LOT	2,205					

*Specified quantities are indicative numbers and for bidding purposes only.

**Indicated price shall be used in the actual implementation of the contract, except for the estimated International Destination rates which may vary on the actual destination of parcels.

Packages may contain annual reports, publications, pamphlets, technical documents, IEC materials etc.