



REQUEST FOR QUOTATION

Date: **February 20, 2025**

RFQ No.: **015-25**

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 POLO SHIRT FOR THE NATIONAL WOMEN'S MONTH CELEBRATION 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 **February 26, 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	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERE D PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE	OFFERED BRAND & MODEL
	(A)				(B)	(AxB)	(IF APPLICABLE)
SUPPLY AND DELIVERY OF POLO SHIRT FOR THE NATIONAL WOMEN'S MONTH CELEBRATION CY 2025							
Polo shirt for the NWMC CY 2025	121	piece	550.00	66,550.00			
TOTAL			-----	66,550.00	-----		

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

Please see attached Technical Specification on **Pages 5-7.*



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Sixty Six Thousand Five Hundred Fifty Pesos (Php 66,550.00)	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: <u>on or before March 18, 2025.</u>
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.



TECHNICAL SPECIFICATION

ITEM	QTY	UNIT COST	TOTAL COST	SPECIFICATIONS
Polo Shirt for NWMC	121 pcs	550.00	60,550.00	Materials: - High Quality Cotton
				Features: - Wrinkle and shrink resistant, 2 violet buttons, flat knit collar and cuffs
				Sleeve Style: - Short Sleeve
				Printing Method: DA-BAFE Logo (front) - Embroidered (1.75" x 1.5") Bagong Pilipinas Logo (front) - Embroidered (1.75" x 1.5") NWMC logo (back) - Direct-to-Film (7.75" x 7.25")
				Color: - #620ac3 - #FFFFFF
				Sizes: - XS (14) - S (19) - M (28) - L (26) - XL (22) - 2XL (5) - 3XL (6) - 6XL (1)



SIZE CHART								
	XS	S	M	L	XL	2XL	3XL	6XL
WIDTH	Atleast 18 "	Atleast 19 "	Atleast 20 "	Atleast 21 "	Atleast 22 "	Atleast 24 "	Atleast 25 "	Atleast 28 "
LENGTH	Atleast 24 "	Atleast 26 "	Atleast 27 "	Atleast 28 "	Atleast 30 "	Atleast 31 "	Atleast 32 "	Atleast 35 "

SCHEDULE OF DELIVERY

Shall be delivered on or before **March 18, 2024**.

TERMS AND CONDITIONS

1. The supplier must provide one (1) sample of polo shirt within three (3) CDs upon receipt of Purchase Order.
2. BAFE will conduct a review of the submitted polo shirt sample for one (1) CD.
3. The supplier will be given two (2) CDs to finalize the polo shirt based on the comments/suggestions provided by the BAFE for approval before mass production.
4. The polo shirts must be individually plastic-wrapped and compliant with the required specifications. Any defective items must be replaced by the supplier within five (5) working days.

PAYMENT

One time payment shall be made upon completion of the Supply and Delivery of Polo Shirt for the National Women's Month Celebration subject to submission of Sales Invoice/Delivery Receipt.

Prepared by:


SHEILA MAE G. TAGO
 Procurement Coordinator, AFD

Noted by:


LOURDES C. BONIFACIO
 Chief, Admin and Finance Division



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