



## REQUEST FOR QUOTATION

Date: **February 6, 2025**

RFQ No.: **010-25**

**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 **VARIOUS FOOD PROVISIONS FOR MARCH 2025 MEETINGS OF 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 **February 12, 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, if participating in multiple lots for a total 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 [bafe.procurement@gmail.com](mailto:bafe.procurement@gmail.com).

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at [bafe.procurement@gmail.com](mailto:bafe.procurement@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	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERED PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERED PRICE	OFFERED BRAND & MODEL
	(A)				(B)	(AxB)	(IF APPLICABLE)
<b>LOT 1-AFD</b>							
<b>FOOD PROVISION FOR THE CONDUCT OF VARIOUS AFD MEETINGS FOR THE MONTH OF MARCH CY 2025</b>							
<b>FOOD PROVISION FOR THE CONDUCT OF BAC MEETING FOR THE MONTH OF MARCH CY 2025</b>							
<b>March 5, 2025</b>							
<b>Lunch</b> Steamed Rice, Lechon Kawali, Kalabasa Soup, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
<b>PM Snacks</b> Lomi, Softdrinks	25	Pax	100.00	2,500.00			
<b>March 12, 2025</b>							
<b>Lunch</b> Steamed Rice, Beef Steak, Garlic Broccoli, Soup, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
<b>PM Snacks</b> Clubhouse, Softdrinks	25	Pax	100.00	2,500.00			
<b>March 19, 2025</b>							
<b>Lunch</b> Steamed Rice, Patola Miswa, Chicken/Pork Afritada, Soup, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
<b>PM Snacks</b> 3pcs Turon, Softdrinks	25	Pax	100.00	2,500.00			



<b>March 26, 2025</b>							
<b>Lunch</b> Steamed Rice, Chicken BBQ, Tofu Sisig, Soup, Dessert, Canned Juice	25	Pax	250.00	6,250.00			
<b>PM Snacks</b> 2 pcs Cheesy Chicken Sandwich, Softdrinks	25	Pax	100.00	2,500.00			
<b>FOOD PROVISION FOR THE CONDUCT OF HRMPSB MEETING FOR THE MONTH OF MARCH CY 2025</b>							
<b>March 4, 2025</b>							
<b>AM Snacks</b> Arrozcaldo with tokwa, Bottled Water	10	Pax	100.00	1,000.00			
<b>Lunch</b> Steamed Rice, Pork Steak, Ginisang Gulay, Sinigang na Bangus, Dessert, Canned Juice	10	Pax	250.00	2,500.00			
<b>PM Snacks</b> Clubhouse sandwich, Softdrinks in Can	10	Pax	100.00	1,000.00			
<b>March 5, 2025</b>							
<b>AM Snacks</b> Sopas with Egg, Bottled Water	10	Pax	100.00	1,000.00			
<b>Lunch</b> Steamed Rice, Buffalo Chicken, Eggplant Stir-fry with Ground Pork, Egg drop Soup, Dessert, Canned Juice	10	Pax	250.00	2,500.00			
<b>PM Snacks</b> Bilo-bilo, Softdrinks in Can	10	Pax	100.00	1,000.00			
<b>March 11, 2025</b>							
<b>AM Snacks</b> Pancit Bihon with Puto pao, Canned Juice	10	Pax	100.00	1,000.00			
<b>Lunch</b> Steamed Rice, 2 Pork Barbeque, Stir-fried Kangkong, Nilagang Baboy, Dessert, Softdrinks in Can	10	Pax	250.00	2,500.00			
<b>Total (Lot 1)</b>			----	<b>47,500.00</b>			
<b>LOT 2-EPDSD</b>							
<b>FOOD PROVISION DURING THE CONDUCT OF VARIOUS MEETINGS OF EPDSD ON MARCH 2025 AT BAFE CONFERENCE ROOM</b>							
<b>FINAL CONSULTATION MEETING ON THE DRAFT TECHNICAL BULLETIN FOR THE DESIGN AND SPECIFICATIONS OF AGRICULTURAL TRAMLINE SYSTEM ON MARCH 25, 2025</b>							
<b>AM Snacks</b> Burger/sandwich/"kakanin", bottled/canned juice	15	Pax	100.00	1,500.00			
<b>Lunch</b>	15	Pax	250.00	3,750.00			



1 variant (chicken/beef/fish), vegetables, dessert, soup, rice and bottled drink							
<b>PM Snacks</b> Pasta, bottled/canned soft drink	15	Pax	100.00	1,500.00			
<b>CONSULTATION MEETING ON THE REVISED GUIDELINES AND ADOPTION OF PROCEDURAL MANUAL FOR VALUATION ON MARCH 11, 2025</b>							
<b>AM Snacks</b> Burger/sandwich/"kakanin", bottled/canned juice	15	Pax	100.00	1,500.00			
<b>Lunch</b> 1 variant (chicken/beef/fish), vegetables, dessert, soup, rice and bottled drink	15	Pax	250.00	3,750.00			
<b>PM Snacks</b> Pasta, bottled/canned soft drink	15	Pax	100.00	1,500.00			
<b>Total (Lot 2)</b>			-----	<b>13,500.00</b>			
<b>LOT 3- OD/OAD</b>							
<b>FOOD PROVISION FOR THE CONDUCT OF MANAGEMENT COMMITTEE MEETING OF BAFE ON MARCH 3, 2025 IN BAFE CONFERENCE ROOM</b>							
<b>Lunch</b> Rice, Chicken/Pork/Beef with Side dish and Drinks	15	Pax	250.00	3,750.00			
<b>Total (Lot 3)</b>			-----	<b>3,750.00</b>			
<b>LOT 4- SEPPD</b>							
<b>FOOD PROVISION DURING THE CONDUCT OF VARIOUS MEETINGS OF SEPPD ON MARCH 2025 AT BAFE CONFERENCE ROOM</b>							
<b>FOOD PROVISION FOR THE CONDUCT OF BLENDED FY 2025 1ST QUARTER ASSESSMENT OF FARM-TO-MARKET ROAD DEVELOPMENT PROGRAM ON MARCH 13, 2025 IN BAFE CONFERENCE ROOM</b>							
<b>AM Snacks</b> Pancit with 2 pcs Puto Cheese + Drinks	20	Pax	100.00	2,000.00			
<b>Lunch</b> Rice + Chicken + Vegetables + Soup + Dessert + Drinks	20	Pax	250.00	5,000.00			
<b>PM Snack</b> Carbonara with bread + Drinks	20	Pax	100.00	2,000.00			
<b>Sub-Total (Lot 4)</b>			-----	<b>9,000.00</b>			
<b>FOOD PROVISION FOR THE CONDUCT OF FY 2025 NATIONAL COORDINATION AND MONITORING COMMITTEE (NMC) ON MARCH 25, 2025 (1ST QUARTER MEETING)</b>							
<b>AM Snacks</b> Pancit with 2 pcs Puto Cheese + Drinks	30	Pax	100.00	3,000.00			
<b>Lunch</b> Rice + Chicken + Vegetables + Soup + Dessert + Drinks	30	Pax	250.00	7,500.00			
<b>Sub-Total (Lot 4)</b>			-----	<b>10,500.00</b>			
<b>Total (Lot 4)</b>			-----	<b>19,500.00</b>			
<b>Grand Total</b>			-----	<b>84,250.00</b>			

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



<b>FINANCIAL OFFER</b>		
<b>Lot No.</b>	<b>Approved Budget for the Contract</b>	<b>Total Offered Quotation</b>
1	<b>Forty Seven Thousand Five Hundred Pesos ( Php 47,500.00)</b>	In words: _____ _____ _____
2	<b>Thirteen Thousand Five Hundred Pesos (PhP 13, 500.00)</b>	In words: _____ _____ _____
3	<b>Three Thousand Seven Hundred Fifty Pesos ( Php 3, 750.00)</b>	In words: _____ _____ _____
4	<b>Nineteen Thousand Five Hundred Fifty Pesos (PhP 19, 500.00)</b>	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





<b>TERMS AND CONDITIONS</b>
1. Bidders shall provide the correct and complete information required in this form.
2. Price quotation/s must be valid for a period of <b><u>ONE HUNDRED TWENTY (120) CALENDAR days</u></b> 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 <b><u>LOT</u></b> . 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: <b><u>ON THE DAY OF THE EVENT</u></b>
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. <b>Payments shall be based on actual items delivered.</b>
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 <b>originally-signed</b> quotation/proposal and other eligibility requirements (Certified True Copy) personally or via courier prior to payment of the completed contract.