



REQUEST FOR QUOTATION

Date: **May 5, 2025**

RFQ No.: **034-25**

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 NON-PS OFFICE SUPPLIES FOR 2ND QUARTER CY 2025** which will be undertaken in accordance with Section 52.1 (b) (Shopping) 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 **May 13, 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**.

For any clarification, you may contact us at telephone no. **(02) 8273-2474 loc. 3351** or at **bafe.procurement@gmail.com**.

(ORIGINAL SIGNED)
GLENN M. ERLANO
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	QUANTI TY	UNIT	UNIT COST	APPROVED BUDGET FOR THE CONTRACT	PLEASE FILL IN YOUR OFFERE D PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERE D PRICE	OFFERED BRAND & MODEL (IF APPLICABLE)
	(A)				(B)	(AxB)	
SUPPLY AND DELIVERY OF NON-PS OFFICE SUPPLIES FOR 2ND QUARTER CY 2025							
Lot 1: SUPPLY AND DELIVERY OF NON-PS OFFICE SUPPLIES FOR AFD FOR 2ND QUARTER OF CY 2025							
Ink, for Stamp Pad, <i>blue</i>	5	bottle	27.00	135.00			
Specialty Paper <i>170gsm, 8.5x13 inches, Ivory, 10s/pck</i>	20	pack	60.00	1,200.00			
Photo Paper <i>A4, 260gsm, Glossy, 10/s pck</i>	20	pack	180.00	3,600.00			
Envelope, Mailing <i>white, 500pcs/box</i>	1	box	380.00	380.00			
Envelope, Mailing with window, <i>White, 500pcs/box</i>	1	box	500.00	500.00			
Arch File Folder, <i>Horizontal, Black</i>	50	piece	160.00	8,000.00			
Arch File Folder, <i>Horizontal, Blue</i>	50	piece	160.00	8,000.00			
File divider, <i>Long Size, 5/s per pck</i>	10	pack	49.00	490.00			
File divider, <i>A4 Size, 5/s per pck</i>	10	pack	45.00	450.00			
Tape Flag “Sign Here”, <i>25x43 mm, Yellow, 50pcs/Pck</i>	30	pack	200.00	6,000.00			
Permanent Marker <i>Refillable, Fine Tip, Blue</i>	5	piece	45.00	225.00			





Ink Refill for Permanent Marker <i>At least 30ml, Blue</i>	2	bottle	100.00	200.00			
PVC Zip Envelope with side zip fastener and colored head strip A5, Clear	2	piece	38.00	76.00			
Tape, Clear, 18mm x 30m	50	roll	40.00	2,000.00			
Tape, Packaging, Clear, 24mm x 30mm	30	roll	50.00	1,500.00			
Office Stapler, Standard Type	5	piece	230.00	1,150.00			
Record Book, 300 pages Blue	10	piece	90.00	900.00			
Total (Lot 1)			----	34,806.00			
Lot 2: SUPPLY AND DELIVERY OF NON-PS OFFICE SUPPLIES FOR SEPPD 2ND QUARTER							
Tape flag, "sign here"	200	pack	170.00	34,000.00			
Engineering Field Book	30	piece	85.00	2,550.00			
Vellum board paper, A4	150	pack	29.00	4,350.00			
Double sided tape, 24mm, 10m	30	pack	120.00	3,600.00			
Clipboard, w/cover and pen holder	20	piece	330.00	6,600.00			
A3 Bondpaper	50	ream	560.00	28,000.00			
Glue Stick (for glue gun)	30	pack	75.00	2,250.00			
Sticker Paper, A4	20	pack	63.00	1,260.00			
Photo Paper, A4	20	pack	185.00	3,700.00			
Arch File Folder	100	piece	206.00	20,600.00			
Plastic Envelop	50	pack	22.00	1,100.00			
Colored paper	50	pack	16.00	800.00			
Ballpen, black	20	pack	140.00	2,800.00			
Ballpen, red	20	pack	140.00	2,800.00			
Index Card	30	pack	30.00	900.00			
Total (Lot 2)			----	115,310.00	-----		
Grand Total			----	150,116.00			

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

Please see attached Technical Specification on **Pages 6-9*





	FINANCIAL OFFER	
Lot No.	Approved Budget for the Contract	Total Offered Quotation
1	Thirty-Four Thousand Eight Hundred Six Pesos Only (PhP 34,806.00)	In words: -
2	One Hundred Fifteen Thousand Three Hundred Ten Pesos Only (PhP 115,310.00)	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: <u>within Fifteen (15) calendar days upon receipt of Purchase Order.</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.





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(02) 8351-8120, (02) 8294-9741

TECHNICAL SPEFICATIONS

ITEM DESCRIPTION	TECHNICAL SPECIFICATIONS	QUANTITY	UNIT
Ink, for Stamp Pad, blue	- Color: Blue - At least 30ml	5	bottle
Specialty Paper 170gsm, 8.5 x 13 Inches, Ivory, 10s/pck	- 170gsm - 8.5 x 13 inches - Color: Ivory - with 10 sheets/pck	20	pack
Photo Paper A4, 260gsm, Glossy, 10/s pck	-Size : A4, - 260gsm - glossy - with 10 sheets/pck	20	Pack
Envelope, Mailing white, 500pcs/box	- Size : Long - White paper envelope - with 500pcs/box	1	box
Envelope, Mailing with window White, 500pcs/box	- Size : Long - White paper envelope - with window - with 500pcs/box	1	box
Arch File Folder, Horizontal, Black	- Horizontal - Color: Black	50	Piece
Arch File Folder, Horizontal, Blue	- Horizontal - Color: Blue	50	Piece
File divider, Long Size, 5/s per pck	- Size: Long - with 5 pcs/pack	10	pack
File divider, A4 Size, 5/s per pck	- Size: A4 - with 5 pcs/pack	10	pack
Tape Flag "Sign Here", 25 x 43 mm, Yellow, 50pcs/Pck	- With "Sign Here" flag - Size: 25 x 43 mm - Color: Yellow - Ideal for conveniently filling up important documents at work	30	pack
Permanent Marker Refillable, Fine Tip, Blue	- Permanent Marker - Refillable Ink - fine tip - Color: Blue	5	Piece



BAGONG PILIPINAS

Ink Refill for Permanent Marker <i>At least 30ml, Blue</i>	- Ink compatible with refillable permanent marker - at least 30ml - Color: Blue	2	Bottle
PVC Zip Envelope with side zip fastener and colored head strip <i>A5, Clear</i>	-With side zip fastener and colored head strip - Size: A5, - Color: Clear	2	Piece
Tape, Clear, 18mm x 30m	- Size: 18mm x 30m - Color: Clear	50	roll
Tape, Packaging, Clear, 24mm x 30m	- Packing Tape - Size: 24mm x 30m -Color: Clear	30	roll
Office Stapler, Standard Type	- All metal body construction - Up to 20 Sheets - Drop-in loading of 150 pcs staples - Rotating anvil -Color: White	5	Piece
Record Book, 300 pages, Blue	- with 300 pages - Dimension: L 18.5cm x W 2cm x H 28.5cm - Comfortable writing - With durable book binding	10	piece
TOTAL			

Prepared by:

SHEILA MAE T. CABALLERO
Permanent Procurement Coordinator, AFD

Noted by:

GLENN M. OIC, AFD



TECHNICAL SPECIFICATIONS

Supply and Delivery of Non-PS office supplies of SEPPD Office

ITEM DESCRIPTION	SPECIFICATIONS	QTY	
Tape flag, "sign here"	<ul style="list-style-type: none"> -color: yellow - at least 25mm x 43.2mm - with Dispenser - 50 flags/Dispenser - Pre-printed Flag - Shape: Rectangular 	200	1
Engineers Field Book	<ul style="list-style-type: none"> - Length at least 11.94 cm - Width at least 18.8 cm - hard cover - Color: black 	30	1
Vellum board paper, A4	<ul style="list-style-type: none"> - Grammage: 180 gsm - Size: A4 - Color: White - Packaging Size: 10 sheets per pack 	150	1
Double sided tape, 24mm, 10m	<ul style="list-style-type: none"> - Size: 24mm x 10m - Double Sided Tape coated with permanent adhesive on both sides - Color: White 	30	1
Clipboard, w/ cover and pen holder	<ul style="list-style-type: none"> - Size: 24.5X36.5CM - Comes with a portable board clamp. - External Pen Slot Internal Pen Box. - Color: black - material: PP plastic 	20	3
A3 Bond paper	<ul style="list-style-type: none"> - 80 GSM - Size: A3 	50	5
Glue Stick (for glue gun)	<ul style="list-style-type: none"> - Type: Hot Glue Sticks - Glue Compatibility: 1/2" Glue Sticks 	30	
Sticker Paper, A4	<ul style="list-style-type: none"> - 80 GSM - Size: A420 - Texture: Satin, High Glossy, Matt 	20	
Photo Paper, A4	<ul style="list-style-type: none"> - 230 GSM - Size: A4 - Texture: High Gloss - Packaging Size: 20 sheets per pack 	20	
Arch File Folder	<ul style="list-style-type: none"> - Color Blue - Long, Horizontal - Size: Legal - with Side Clip - with Hard Cover - 3" Thickness 	100	
Plastic Envelope	<ul style="list-style-type: none"> - Size: Legal - Color: Plastic - Clear 	50	
Colored paper	<ul style="list-style-type: none"> - Size: A4 - Color: Assorted Color - Color back-to-back 	50	
Ballpen, black	<ul style="list-style-type: none"> - black - Ball point pen 	20	



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

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	- Packaging Size: 25 pieces per pack	
Ballpen, red	- red	20
	- Ball point pen	
	- Packaging Size: 25 pieces per pack	
Index Card	- Size: 4 x 6 inches	30
	- Color: 5 Assorted Colors	
	- Packaging Size: 50 pcs per pack	
TOTAL AMOUNT		

Prepared by:


ENGR. MARK PAUL C. BALDEO
End-User, SEPRD

