



## REQUEST FOR QUOTATION

Date: **May 15, 2025**

RFQ No.: **036-25**

**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 **DESIGN, LAYOUT, SUPPLY AND DELIVERY OF DRI-FIT POLO SHIRT FOR THE BAFE 12TH ANNIVERSARY CELEBRATION SPORTS FEST** 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 **May 21, 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 **sred.procurement@gmail.com**.

For any clarification, you may contact us at telephone no.(02) 8287-7104 loc. 3353 or at **sred.procurement@gmail.com**.

*ORIGINAL SIGNED*  
**APRIL JOY A. BARADILLO**  
Alternate 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 OFFERE D PRICE PER UNIT	PLEASE FILL IN YOUR TOTAL OFFERE D PRICE	OFFERED BRAND & MODEL
	(A)				(B)	(AxB)	(IF APPLICABLE)
DESIGN, LAYOUT, SUPPLY AND DELIVERY OF DRI-FIT POLO SHIRT FOR THE BAFE 12TH ANNIVERSARY CELEBRATION SPORTS FEST							
Design, Layout, Supply and Delivery of Dri-fit Polo Shirt Materials: Cotton-40% Polyester-60% Printing Method: Full Sublimation Features: Wrinkle and shrink resistant, breathable, lightweight, moisture-wicking Sizes: -XS(14) -S(12) -M(26) -L(43) -XL(19) -2XL(9) -3XL(4) -4XL(2) -8XL(1)	130	piece	500.00	65,000.00			
TOTAL			----	65,000.00	-----		

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

\*Please see attached Technical Specification on **Pages 5-6**.





FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
Sixty-Five Thousand Pesos (Php 65,000.00)	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 <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 or before June 11, 2025.</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.



## TECHNICAL SPECIFICATIONS

### TITLE:

Design, Layout, Supply and Delivery of Dri-Fit Polo Shirt for the Bureau of Agricultural and Fisheries Engineering 12<sup>th</sup> Anniversary Celebration Sports Fest

### APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is Sixty-five Thousand Pesos (Php 65,000.00) inclusive of all applicable charges and taxes.

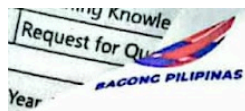
### SPECIFICATIONS:

NO.	ITEM	UNIT	QTY	UNIT COST	TOTAL COST	SPECIFICATIONS
1	Printing of Dri-Fit Polo Shirts	Pcs	130	500.00	65,000.00	Material: Cotton - 40% Polyester - 60%  Printing Method: Full Sublimation  Features: Wrinkle and shrink resistant, breathable, lightweight, moisture-wicking  Sizes: - XS (14) - S (12) - M (26) - L (43) - XL (19) - 2XL (9) - 3XL (4) - 4XL (2) - 8XL (1)
TOTAL					Php 65,000.00	

SIZE CHART									
SIZE	XS	S	M	L	XL	2XL	3XL	4XL	8XL
WIDTH	Atleast 18 "	Atleast 19 "	Atleast 20 "	Atleast 21 "	Atleast 22 "	Atleast 24 "	Atleast 25 "	Atleast 26 "	Atleast 30 "
LENGTH	Atleast 24 "	Atleast 26 "	Atleast 27 "	Atleast 28 "	Atleast 30 "	Atleast 31 "	Atleast 32 "	Atleast 33 "	Atleast 37 "








SRA Compound, Annex II Building Ext,  
North Avenue, Diliman, Quezon City  
(02) 8351-8120, (02) 8294-9741

**Terms and Conditions:**

1. The supplier shall submit via email, using [sred.ars@bafed.gov.ph](mailto:sred.ars@bafed.gov.ph), a minimum of five (5) design options of polo shirts for each participating team for evaluation and approval by BAFE prior to production within two (2) calendar days upon receipt of the Purchase Order;
2. The supplier shall provide one (1) sample of the polo shirt within three (3) calendar days upon BAFE's approval on the submitted designs;
3. The supplier shall ensure the availability of polo shirt sizes ranging from Extra Small (XS) to 8 Extra Large (8XL);
4. BAFE shall conduct a review and provide feedback on the submitted sample within one (1) calendar day;
5. The supplier shall incorporate all comments and/or suggestions provided by BAFE and finalize the polo shirt design within two (2) calendar days after the review for final approval prior to mass production;
6. Delivery period is on or before **June 11, 2025**;
7. Freight-on-Board (FOB) Destination. The supplier shall shoulder the delivery expenses to the drop-off point; and
8. Drop-off point is at BAFE Office, Sugar Center, Annex II Building Extension, North Avenue, Diliman, Quezon City.

Prepared by:

  
**ENGR. FRANCIS GLENN M. MIRO**  
Engineer II, SRED

Noted by:

  
**ENGR. JANICE P. VARGAS**  
Chief, SRED



[www.bafed.gov.ph](http://www.bafed.gov.ph)



Bureau of Agricultural and  
Fisheries Engineering - BAFE

