



## REQUEST FOR QUOTATION

Date: **June 13, 2025**

RFQ No.: **045-25**

**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, DELIVERY AND INSTALLATION OF GLASS PARTITIONS FOR BAFE CONFERENCE ROOM IN NFA OFFICE** 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 **June 17, 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 **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	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)
SUPPLY, DELIVERY AND INSTALLATION OF GLASS PARTITIONS FOR BAFE CONFERENCE ROOM IN NFA OFFICE							
Glass Wall Partition	1	Lot	190,736.00	190,736.00			
TOTAL			-----	190,736.00	-----		

*\*The above-quoted prices are **inclusive** of all costs and applicable taxes.*  
*\*Please see attached Technical Specification on **Pages 5-6** and Annex A on **Pages 7-8**.*



FINANCIAL OFFER	
Approved Budget for the Contract	Total Offered Quotation
One Hundred Ninety Thousand Seven Hundred Thirty-Six Pesos (Php 190,736.00)	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>within Fifteen (15) calendar days upon receipt of Work Order. The conduct of assembly and installation shall only be allowed on Saturday.</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.





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

### TECHNICAL SPECIFICATIONS

(Supply, delivery and Installation of Glass Wall Partition for BAFE Conference Room in NFA Office)

#### I. ITEMS SPECIFICATIONS AND COST ESTIMATES

SPECIFICATIONS	QTY	UNIT COST	TOTAL COST
<b>Glass Wall Partitions</b> <ul style="list-style-type: none"><li>With Analoc Aluminum Frame</li><li>Partially frosted Tint for wall and Door</li><li>With single Swing Door</li><li>Sound proof Glass</li><li>Glass Thickness: 12mm</li><li>Dimensions: <i>Please see attached "Annex A" for the exact measurements and sample picture</i></li><li>Color : Light Gray</li><li>With One (1) year Warranty</li></ul>	1	Lot	190,736.00

#### II. DELIVERY AND SCHEDULE OF INSTALLATION

**Fifteen (15) calendar days** upon receipt of Work Order. The conduct of assembly and installation shall only be allowed on Saturday.


The delivery of the aforementioned items shall be in the National Food Authority (NFA), Visayas Avenue, Diliman, Quezon City.


#### III. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract is **One Hundred Ninety Thousand Seven Hundred Thirty-Six Pesos (Php 190,736.00)** inclusive of all government taxes and charges, professional fees, and other costs.

#### IV. TERMS AND CONDITIONS

- Delivery, assembly and installation of Glass Wall Partitions shall be included in the offered quotation;
- All consumables including tools to be used on the day of installation shall be provided by the supplier free of charge;

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Bureau of Agricultural and Fisheries Engineering - BAFE



- c) BAFE shall not be responsible for any injuries sustained by the supplier's personnel during the installation process; and
- d) The supplier shall be held liable for any and all damages to the property, equipment, or furnishings resulting from improper handling, defective installation, or negligence during the installation process. Any such damages must be repaired or replaced at no additional cost to BAFE.

**V. ADDITIONAL REQUIREMENTS**

Conduct a site inspection and submit a certificate of site survey upon submission of Request for Quotation (RFQ).

**VI. AFTER-SALES SERVICE**

The winning bidder shall repair the items if there are major defects within two (2) weeks after the installation.

**VII. TERMS OF PAYMENT**

A one-time payment shall be made upon completion of installation, acceptance, and submission of Sales Invoice/Delivery Receipt.

Prepared by:

  
**SHEILA MAE T. CABALLERO**  
Permanent Procurement Coordinator, AFD

Noted by:

  
**GLENN M. ERLANO**  
OIC, AFD



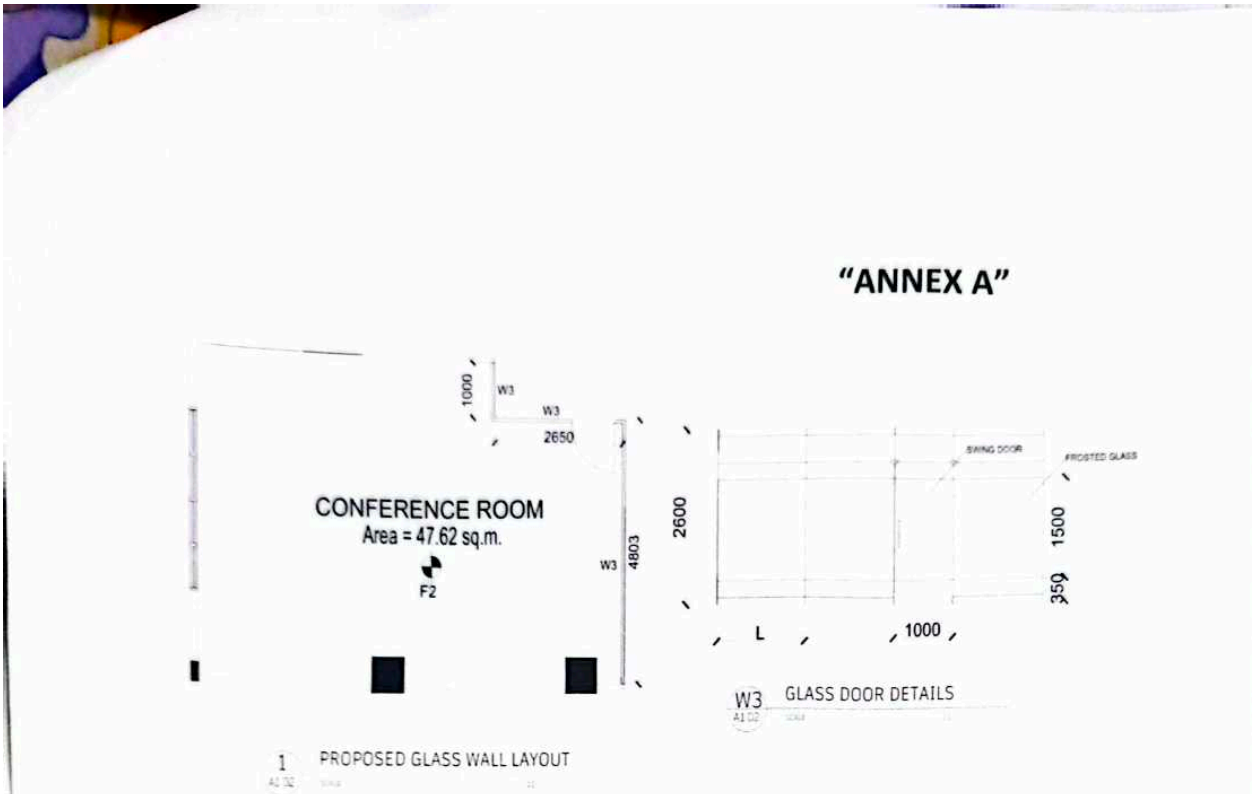


Figure 1: BAFE Conference Room exact measurement and Lay-out



Figure 2: Sample Picture



