

REQUEST FOR QUOTATION



Republic of the Philippines
 Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES
BIDS AND AWARDS COMMITTEE
 Arellano Blvd., Cebu City
 Tel.No.:(032) 239-3820 local 106/09976619824 E-mail: bacbfar7@gmail.com

REQUEST FOR QUOTATION
PROCUREMENT MODE:
NP-Shopping (Sec.52.1b)

Name of Company/Business

Complete Company Name Address

Taxpayer Identification No. (TIN)

PhilGeps Registration No.

RFQ No.: _____
 PR No.: 24 - 04 - 935

To whom it may concern:

Please quote your best offer for the item/s described herein, subject to the **Terms and Conditions** attached of this Request for Quotation. Submit your duly signed Quotation in a sealed envelop not later than the deadline on **May 16, 2024 4:00 PM** at BFAR-7 BAC Office, 3rd floor Arellano Blvd., Cebu City together with the required documents, to wit:

- Valid & Current Business/Mayor's Permit
- PhilGeps Certificate/Registration No.

Proposals may be submitted through electronic mail at bacbfar7@gmail.com.

LUZVIMINDA R. BATO
 BAC Chairperson

PLEASE QUOTE: <u>PER ITEM/PER LOT</u>					SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX	
No.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET OF CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate the Price Offer)	
					UNIT PRICE	TOTAL PRICE
				46,000.00		
1	Bond paper long size 500 sheets	5	ream			
2	Bond paper short size, 500 sheets	5	reams			
3	Bond paper A4 size 500 sheets	6	reams			
4	Glue 130grms	10	pc			
5	Filer	10	pcs			
6	Certificate holder	100	pc			
7	Stapler, heavy duty	4	pcs			
8	Calculator, 14 digits	5	pcs			
9	Record book, 500 pages	4	pcs			
10	Clear tape 1/2"	4	pcs			
11	Expandable folder	50	pcs			
12	Corrections tape	10	pcs			
13	Sticky notes 3 x 3 (100 sheets)	10	pcs			
14	Notebook 90s	100	pcs			
15	Permanent marker, black & blue	20	pcs			
16	Rollerball Gel pen (0.4 - blue)	20	pcs			
17	Rollerball Gel pen (0.4 - black)	20	pcs			
18	Rollerball Gel pen (0.4 - red)	20	pcs			
19	Parchment Paper A4 (10 sheet)	10	pcs			
20	Specialty Paper (200gsm) 100 sheets	2	pck			
21	Ballpen blue (50's)	2	bxs			
22	Pencil # 2	2	bxs			
23	Sharpener, heavy duty	2	pcs			
24	Manila Paper 10's	20	pck			
25	Construction Paper 20's 9 x 12	10	pck			
26	Tact-it 75 grams	10	pcs			
27	Specialty board, 10 sheets	20	pck			
28	Sticker paper, glossy - 10 sheets	20	pck			
29	3 layer file storage rack mini-layer (legal metal)	5	pc			

After having carefully read and accepted your Terms and Conditions, I/we quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in **Twenty Five (25) calendar days to be delivery at BFAR -7 FishCore Office** from receipt of the Purchase Order/Notice of Award.

 Printed Name and Signature of
 Authorized Representative

 Official Contact No./Mobile No.

 Date

(PLEASE SEE TERM AND CONDITION AT THE BACK)

TERMS & CONDITIONS:

- 1.) Supplier/Bidders shall provide correct and accurate information required in this form;
- 2.) Price quotation/s must be valid for a period of **Twenty Five (25) calendar days** from the deadline of submission.
- 3.) Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/ or levies payable.
- 4.) Quotations exceeding the Approved Budget for the Contract shall be rejected instantaneously;
- 5.) Bidders shall enclose their Bid/Quotation Proposals, which may be a type written, in one sealed envelope marked with the name of the contract bearing the name, address and contact number of the Bidder, addressed to the Procuring Entity's BAC Chairman, bearing a warning, "**DO NOT OPEN BEFORE..**" and date and time of Closing of Bid/Quotation Proposal. Bid opening shall follow or will be done during the BAC en-banc Late bid/quotations proposal shall no longer be accepted.
- 6.) Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
- 7.) The item/s shall be delivered according to the requirements specified in the technical specifications and other terms and conditions stated herein;
- 8.) The BFAR-7 shall have the right to inspect and/or test (upon request letter c/o supplier) the goods to confirm their conformity to the technical specifications.
- 9.) Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing government accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
- 10.) 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 BFAR-VII may 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.