



Republic of the Philippines

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

## REQUEST FOR QUOTATION

Date: December 11, 2020  
RFQ No. APPD20-041SVP  
PR No. PD2012-04-515


**To All Eligible Suppliers/Bidders:**

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the Terms and Conditions provided in this RFQ.

Duly signed sealed quotation properly labelled with RFQ and PR No/s. may be submitted at the DAR Central Office, Procurement Division, 1<sup>st</sup> Floor, Main Building not later than **December 15, 2020 at 10:00 am.**

Prospective bidders shall be **“RESPONSIBLE TO VERIFY”** the quoted items from the Bids and Awards Committee (BAC) Secretariat, Procurement Division.

For any clarification, please contact us at Tel. Nos. 3455-5849 / 8928-1011, 3453-8300 (Telefax), 09667812052 Globe or email at procurementdiv2020@gmail.com

  
**RAUL M. LEONIN**  
Chief, Procurement Division

Item No.	ITEMS & DESCRIPTION	Unit	QTY	Statement of Compliance	Unit PRICE	Total PRICE
	<p><b>Supply, delivery and installation of Operable Wall Partition</b> Specifications:</p> <ul style="list-style-type: none"> <li>Operable Wall Melamine Laminates</li> <li>2 sets of H 2.500m x W 6.140m</li> <li>Full Fabric in 6cm thick</li> <li>4-wheeled Heavy Duty Roller</li> <li>Quick Settings Pressure Type Retractable Top</li> <li>Sound Transmission between 32-35 STC</li> <li>Deluxe type with door</li> <li>Inclusive of installation</li> <li>With warranty of repair, parts and materials</li> </ul>	set	2			
	<p><b>Carpet Tiles for 13.04m x 6.14m floor area</b> • Inclusive of tile adhesive and installation</p>	lot	1			
	<p><b>Total ABC : Php 800,000.00</b> <b>Mode of Procurement : Small Value Procurement</b> <b>Payment Mode : Government Terms</b></p>					

*This is to submit our price quotations as indicated above, subject to the terms and conditions of this RFQ.*

Supplier/Bidder's Company Name:		TIN:
Address:		
Contact No.:	Email add:	
Supplier/Bidder's Name/Authorized Representative:	Signature over Printed Name	Date:

DAR-QF-100 REV 01

**Request for Quotation (RFQ)**  
**Terms, Conditions, Procedures**

**A. SUBMISSION**

1. Duly signed sealed quotation and other eligibility requirements (*properly labelled with RFQ and PR No/s.*) may be submitted to the DAR Central Office, Procurement Division, 1st Floor, Main Building, Elliptical Road, Diliman, Quezon City.

The columns on Unit and Quantity in the RFQ shall be accomplished; and in the Statement of Compliance, a declaration whether Comply or Not Comply must be specified. The lower box in its Terms, Conditions and Procedures shall also be filled-up appropriately and signed by the Supplier or his/her duly authorized representative. Prices shall be quoted in Philippine Peso.

2. For ABC above P50,000.00, sealed quotation shall be submitted with the following requirements, to wit:
  - a. Copy of PhilGEPS Registration Certificate
  - b. Copy of Valid Mayor's/Business Permit
  - c. Omnibus Sworn Statement (Emergency & Small Value Procurement) for ABC above Fifty Thousand Pesos (P50,000.00)
  - d. Income/Business Tax Return for ABC above P500, 000.00
  - e. In case the owner is not the signatory of Price Quotation Form:
    - i. Special Power of Authority - For Single Proprietorship
    - ii. Secretary's Certificate - For Corporation/Partnership/Joint Venture
  - f. BIR Certificate of Registration (in lieu of DTI Registration & Mayor's Permit for Scientific/Scholarly/Artistic Work, HTC, & SVP)
  - g. Original copy of brochures of the items offered, showing its performance characteristics, in conformity to required specifications, and certifications, if applicable.

**B. EVALUATION of QUOTATIONS**

Quotations shall be evaluated by the BAC and Procurement Division based on the following criteria:

1. Completeness of submitted required support documents
2. Compliance with Technical Specifications
3. Conduct of on-site/ocular inspection for repair/installation of equipment, office partitions, and supply of office furniture/ fixtures.
4. Competitiveness of quoted price (unit and total price)

**C. AWARD**

The supplier who passed the above criteria and considered as the Single/Lowest Calculated and Responsive Bidder (S/LCRB) shall be awarded the Purchase Order (P.O)/Contract upon recommendation by the Secondary Bids and Awards Committee (SBAC) and approval of the Head of the Procuring Entity (HoPE).

**D. DELIVERY**

1. Unless stated otherwise, goods shall be delivered not later than thirty (30) calendar days from date of receipt of PO/Contract.
2. Goods shall be delivered to the DAR Central Office, General Services Division (GSD) located at the Ground Floor, DAR Main Building, Quezon City. Delivery and other appurtenant expenses are at the cost of the Supplier.
3. Upon delivery, the supplier shall provide the following documents, to wit:
  - i. Original and four (4) copies of the Supplier's Invoice showing the Goods' description, quantity, unit and total price;
  - ii. Original and four (4) copies of Delivery Receipts;
  - iii. Original Statement of Account;
  - iv. Approved Purchaser Order/Contract; and
  - v. Warranty Certificate, if applicable.
4. A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as fine for each day of delay of delivery of the ordered goods, or after the lapse of the extension of another ten (10) calendar days.

**E. PACKING**

The Supplier shall ensure that the ordered goods (*preferably in its original package/box, sealed and labelled identifying content and quantity per box*) are properly packed and secured in such manner as to enable them to reach their destination in good condition.

**F. INSPECTION**

Delivered goods are subject to inspection and acceptance by the DAR Central Office Inspection Team and the requesting office/end-user. Expenses for laboratory tests on the goods, when necessary shall be at the cost of the supplier.

**G. WARRANTY**

Warranty period for supplies and materials shall be for six (6) months; for equipment it shall be one (1) year, to start from the Date of Acceptance, as noted in the Inspection and Acceptance Report, duly signed by the Chief, General Services Division.

**H. PAYMENT**

Processing for payment of the total Contract Price (less appropriate taxes) shall be upon issuance of the Inspection and Acceptance Report and submission of all required documents by the supplier.

**I. RESPONSIBILITY OF THE WINNING SUPPLIER**

1. Supplier shall guarantee the source(s) of its goods, and shall ensure that deliveries are in accordance with the schedule and specifications of the award or Purchase Order (PO)/Contract.
2. Supplier, upon submission of relevant documentary requirements, shall sign the PO or enter into contract within the prescribed period after receipt of notice of award by courier/fax transmission/through email, or telephone call from the Procurement Division.
3. Refusal to accept an award/enter into contract, or failure to deliver the goods within the prescribed period without justifiable cause shall be ground for disqualification from participating in any procurement activities of the Department pursuant to Sec. 69 of 2016 revised IRR without prejudice to the imposition of other sanctions prescribed under Sec. 68 of its IRR.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to imposition of penalties as prescribed.
5. Suppliers are not allowed to propose or submit substitute quotation/s or item/s.
6. All duties, excise, and all other taxes and revenue charges shall be paid by the supplier.
7. As a pre-condition to payment, the supplier shall submit the Importation Documents specifically showing the conditions and serial numbers of the ordered imported equipment/s.
8. All transactions are subject to withholding of creditable Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

After having carefully read and accepted your Request for Quotation and its Terms and Conditions, I quote you on the item/s at price noted in the RFQ. The acceptance of the corresponding Award on Purchase Order/Contract shall be at any time before expiration as prescribed. This certifies that the above-submitted quotation is correct and complete to the best of my knowledge.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME  
(Supplier/Bidder/Authorized Representative)