



Republic of the Philippines  
 Department of Agriculture  
 Bureau of Fisheries and Aquatic Resources  
**BIDS AND AWARDS COMMITTEE OFFICE**  
 3/F PCA Bldg., Elliptical Road, Diliman, Quezon City, Philippines 1101  
 Tel. No.: +02. 332. 4661  
 website: [www.bfar.da.gov.ph](http://www.bfar.da.gov.ph) /e-mail: [bfarbac2013sec@gmail.com](mailto:bfarbac2013sec@gmail.com)

## REQUEST FOR QUOTATION

**PROCUREMENT MODE:  
S52-b Shopping B**

\_\_\_\_\_  
 Company Name

Date: 20-Apr

RFQ No.: 510

PR No.: 20-03-510

\_\_\_\_\_  
 Complete Company Address

PHILGEPS Ref. No.: \_\_\_\_\_

**To whom it may concern:**  
 Please quote your lowest price/s on the lot/s or item/s listed below, subject to the General Conditions indicated herein, stating the shortest time of delivery and submit your quotation duly signed by your official representative to the address listed above not later than  
Friday, 24 April, 2020 at 1:00 PM.  
 Very truly yours,  
  
**MADELEINE E. MANAPAT**  
 Head, BFAR-BAC Secretariat

**CANVASSER'S CERTIFICATION**  
 This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Fisheries and Aquatic Resources.  
  
 \_\_\_\_\_  
 (Signature above Printed Name )  
**AUTHORIZED CANVASSER**

PLEASE QUOTE BY: LOT

NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY.	UNIT	APPROVED BUDGET FOR THE CONTRACT (ABC)	FINANCIAL PROPOSAL (Indicate Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/ Model Offer)
					UNIT PRICE	TOTAL PRICE	
	Canon Cartridge 046 black	10	pcs	80,500.00			
	Canon Cartridge 046 cyan	5	pcs	44,000.00			
	Canon Cartridge 046 magenta	5	pcs	44,000.00			
	Canon Cartridge 046 yellow	5	pcs	44,000.00			
	Total			212,500.00			

SUPPLIER/ CONTRACTOR/ CONSULTANT'S PROPOSAL BOX		

- GENERAL CONDITIONS:**
1. All entries must be typewritten and legible;
  2. Bidders must submit/attach the ff:  
 \*Mayor's/Business Permit \*PhilGEPS Reg. Number
  3. Place this RFQ in a sealed envelope and type the following details on the face of the envelope:  
 \* Your Company Name \* RFQ No. \* PHILGEPS Reference No.  
 \* Address & Telefax No. \* PR No. \* Date & Time of Deadline
  4. Delivery period must be at least within seven (7) calendar days upon receipt of the Notice of Award/ Purchase Order (Indicate days of delivery in the Bidder's Certification Box);
  5. Item/s delivered must have warranties for unit replacements, parts, labor or other services;
  6. Price validity shall be for a period of three (3) months;
  7. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
  8. Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before the issuance of check payment;
  9. Failure to comply with these conditions shall mean disqualification of your bid proposal.
  10. Terms of Payment: At least Thirty (30) days upon effectivity of Purchase Order.
  11. Payment will be made through direct credits to the bank accounts of the payee.

SUPPLIER/ CONTRACTOR/ CONSULTANT'S CERTIFICATION
Date: _____
<i>After having carefully read and accepted your General Conditions, I/ we quote you on the item/s at price/s noted above for immediate delivery and shipment which can be made in the <u>NUMBER OF DAYS I/ WE INDICATED BELOW</u>, from receipt of the Notice of Award or Purchase Order.</i>
<b>DELIVERY PERIOD: _____ DAYS</b>
Printed Name & Signature of Authorized Representative
Company Tel./ Fax/ Mobile No.
Company Tax Identification No. (TIN)
PHILGEPS REGISTRATION CERTIFICATE NO.
BANK DETAILS-ACCT NUMBER, ACCT. NAME, BRANCH

**END-USER:** Lea Myr S. Cadapan  
**PLACE OF DELIVERY:** BFAR Central Office, Quezon City  
**PROCURING UNIT:** AQD