

Republic of the Philippines
 Department of Agriculture
BUREAU OF FISHERIES AND AQUATIC RESOURCES 8
BIDS AND AWARDS COMMITTEE (BAC) Office
 MRGP Commercial Bldg., Brgy. 77 Marasbaras, Tacloban City
 E-mail: hfar8bac@gmail.com

REQUEST FOR QUOTATION


Alternative Mode of Procurement
853.9 NP- Small Value Procurement


* Bidder may submit a separate sheet if necessary

Date : APRIL 17, 2024
 RFQ No. : 24 - 0207
 PR No. : R 8 24 - 04 - 0240
 Philgeps Ref. No. : 10757109

 Company Name

 Complete Company Address

To whom it may concern :
 Please quote your lowest price/s on the lot 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:** _____ at _____.
 Very truly yours,

ATTY. REA ABIGAIL M. CANDIDO
BAC CHAIRPERSON

AUTHORIZED CANVASSER'S CERTIFICATION
 This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the **Request for Quotation (RFQ)** in accordance to the guidelines (including the attachment by the bidder of Documentory Requirements in the **CHECKLIST** below) in securing prices for the Bureau of Fisheries and Aquatic Resources (BFAR) Regional Office - 8.

PAUL CORDETA
 (Signature above Printed Name)

PLEASE QUOTE PER: ITEM

ITEM NO.	ITEM DESCRIPTION (ITEM NAME & TECHNICAL SPECIFICATIONS)	QTY	UNIT OF MEASURE	APPROVED BUDGET OF THE CONTRACT (ABC)	SUPPLIER/CONTRACTOR/CONSULTANT'S PROPOSAL BOX		
					FINANCIAL PROPOSAL (Indicate the Price Offer)		TECHNICAL PROPOSAL (Indicate Brand/Model Offer)
					UNIT PRICE	TOTAL PRICE	
1	Biometric	3	unit	51,000.00			
	Specifications: * 3.0" TFT Color Display * 1,500 maximum face capacity * 2,000 maximum fingerprint capacity * 2,000 maximum card capacity * 100,000 maximum number of transaction * Verification Method: Fingerprint /Password * Download via LAN NETWORK TCP/IP or USB Flash Drive * With Check In/Check Out Status * With bundle Software program for Time recording * Output can generate Excel and Text File Format						
	TOTAL :			51,000.00			

TERMS AND CONDITIONS:

- That the winning bidder shall provide the unit to BFAR 8 Regional Office, Tacloban City within 30 days.
- That the end-user reserves the right to return items not in accordance with specification above.
- That the winning bidder shall inform the end-user 3 days prior delivery.
- That payment will be made upon complete delivery, inspected and accepted by BFAR 8 representative and papers processed

GENERAL CONDITIONS:

- All entries must be **legible, preferably typewritten**;
- Bidders must submit eligibility documents indicated in the **CHECKLIST** below;
- Place this RFQ in a sealed envelope and type the following details on the face of the envelope:
 * **Your Company Name** * **PR Number (Indicated above)** * **Bid Opening Date & Time**
- 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)
- Item/s delivered must have warranties for unit replacements, parts, labor or other services;
- Price offer validity shall be for a period of three (3) months from the Bidder's RFQ date;
- Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC);
- Transactions with BFAR shall mean compliance by the winning bidder with the bid and delivery requirements before processing of payment;
- Failure to comply** with these conditions shall mean **DISQUALIFICATION** of your bid proposal.
- Terms of Payment:** At least thirty (30) days upon complete delivery of the items/ services through check or online payment.

CHECKLIST OF DOCUMENTARY REQUIREMENTS	
_____	Mayor's/Business Permit
_____	Philgeps Registration No.
_____	Omnibus Sworn Statement (OSS)
_____	Income tax return
_____	NFCC
_____	PCAB License
_____	Curriculum Vitae/ Professional License

END-USER: LOURDES D. CHAVEZ
 PLACE OF DELIVERY: BFAR Regional Office, Tacloban City
 DELIVERY PERIOD: 30 days
 Prepared by: cdbt

SUPPLIER/ CONTRACTOR/ CONSULTANT (BIDDER'S CERTIFICATION BOX)

Date: _____

After having carefully read and accepted your General Conditions, I/ We quote you on the lot/s and/or item/s at price/s noted above for immediate delivery and shipment which can be made within the delivery period required herein, or as I/We offered below, whichever is preferred by BFAR-8, from receipt of the Notice to Proceed (NTP).

DELIVERY PERIOD: _____ **DAYS**

 Signature above Printed Name of Authorized Representative

 Position/ Designation

 Company Tel./ Fax/ Mobile No.

 Company Tax Identification No. (TIN)

 PHILGEPs Registration Number