Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres Street, Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No.: (02) 8525-7909, (02) 8525-2987 | Website: **buplant.da.gov.ph**

May 9, 2023

MEMORANDUM ORDER
No. 148
Series of 2023

SUBJECT: REVISED BAC REQUEST FOR QUOTATION (RFQ) FORM

In the interest of service, and to ensure the legitimacy of our prospective suppliers, the following are the requirements in the RFQ form to be submitted by the bidders along with their bids and other legal and technical requirements:

Section 1. MANDATORY REQUIREMENTS

- Submission of documentary requirements:
- ✓ Mayor's /Business Permit
- ✓ PhilGEPS Registration Number
- ✓ Professional License/Curriculum Vitae (Consulting Services)
- ✓ PCAB License (Infrastructure)
- ✓ Income/Business Tax Return (for ABC 500k and Above)
- ✓ Original Omnibus Sworn Statement (Unnotarize Omnibus Sworn Statement (OSS) may be submitted provided that the notarized OSS shall be submitted prior to payment pursuant to GPPB Resolution No. 09-2020) (Note: For projects with an ABC of Php50,000.00 and above only)
  *Due to geographical location, bidders are allowed to submit a scanned copy of the OSS via email, provided that the original copy will be shipped via courier on the same day the scanned copy was sent through email.
- ✓ Photocopy of one (1) Company ID or one (1) Valid ID w/ three (3) Specimen signature

- ✓ **Technical Requirements for Catering Services**

- Provision of **Tax Identification Number (TIN)** on the second page of the RFQ Form.

Section 2. Availability. Access and download the form and guidelines at this link (KMT Official Drive): **https:/ /bit.ly/bpiforms**

Section 3. Effectivity. Updated forms, whether ISO-certified or not, shall be effective on **May 29, 2023.** This Memorandum shall supersede conflicting guidelines between the existing guidelines and this new Memorandum.

For your guidance and strict compliance.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director

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RFQ No. _____
PR No. _____

REQUEST FOR QUOTATION for Section 53.9 NP-Small Value Procurement
TITLE OF THE PROJECT

I. **MANDATORY REQUIREMENTS**

1. Submission of documentary requirements:
   ✓Mayor's /Business Permit
   ✓ PhilGEPS Registration Number
   ✓ Professional License/Curriculum Vitae (Consulting Services)
   ✓ PCAB License (Infrastructure)
   ✓ Income/Business Tax Return (for ABC 500k and Above)
   ✓ Original Omnibus Sworn Statement (Unnotarize Omnibus Sworn Statement (OSS) may be submitted provided that the notarized OSS shall be submitted prior to payment pursuant to GPPB Resolution No. 09-2020) (Note: For projects with an ABC of Php50,000.00 and above only)
   *Due to geographical location, bidders are allowed to submit a scanned copy of the OSS via email, provided that the original copy will be shipped via courier on the same day the scanned copy was sent through email.
   ✓ Photocopy of one (1) Company ID or one (1) Valid ID w/ three (3) Specimen signature
   ✓ Technical Requirements for Catering Services
2. The Bidders/Suppliers or their Authorized Representative shall accomplish this form including **unit price and total price as well as sub-total and grand total (if applicable) and affix their signature over printed name indicated in the lower portion of this form.**
3. **Indicate offered brands. Failure to comply shall automatically forfeit your bid.**
4. Please write legibly.

II. **INSTRUCTIONS:**

1. Only sealed canvass shall be considered by the BAC. The Bidders/Suppliers shall reflect on the envelope the RFQ Number and the PR No. The BAC shall not be responsible on the pre-emptive/premature opening of the proposal.
2. Failure to submit or attach complete and valid mandatory requirements on or before the given deadline shall automatically disqualify/forfeit your bid.
3. Any interlineations, erasures, or overwriting shall be valid if only they are signed or initialed by the Bidders/Suppliers or their Authorized Representative.
4. Quotation must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
5. Price quotation(s) submitted shall be valid for a period of **ONE HUNDRED TWENTY (120) days** reckoned from the deadline for submission of quotations as reflected in this form.
6. Terms of Payment:
7. Quotation(s)/Proposal(s) shall be submitted at the **Procurement Management Section (BAC Office) Bureau of Plant Industry, 692 San Andres Street, Malate, Manila** or at **pms.rfq@blupant.da.gov.ph**
8. Awarding shall be done **Lot.**
9. **DEADLINE FOR SUBMISSION OF BIDS:**
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation / Lowest Calculated and Responsive Quotation or Highest Rated and Responsive Quotation for consultancy services, the BPI- BAC shall employ draw lots as the tie-breaking method to finally determined the single winning provider in accordance with GPPB Circular 06-2005.
11. **Delivery and/or Installation Period: Thirty (30) Calendar Days from the receipt of the Purchase Order (P.O.).**
12. **The Uniform guidelines for Blacklisting set forth in Appendix 17 of the 2016 Revised IRR of RA 9184 shall apply in case any of the violations listed under Items 4.1 and 4.2 thereof is/are committed without prejudice for forfeiture of performance security.**
13. The Bureau of Plant Industry reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

NOTICE/ANNOUNCEMENT:
Bureau of Plant Industry does not condone any form of solicitation on any prospective winning and losing bidders by any of our staff/employees or any other party. Any sort of this kind shall be reported immediately to the Office of the Secretary or the National Bureau of Investigation (NBI) for entrapment and proper investigation.

RFQ No. _____
PR No. _____

Approved Budget for the Contract: Php - End User:

QTY	*UNIT*	*ITEM/DESCRIPTION*	*Ceiling Price/ Per Unit(Php)*	*Offered Brand*	*Unit Price*	*TOTAL PRICE*
		GRAND TOTAL	-			

PhilGeps Posted

YONDRE J. YONDER
BAC Chairman

Canvasser

The BPI-Bids and Awards Committee (BAC)
692 San Andres, Malate Manila

SIR/MADAM:

In connection with the above request, I/We submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/ or deliver the above mentioned requirement(s) in conformity with the specifications/terms or reference/scope of work indicated/attached thereto.

_____	_____	_____
Signature Over Printed Name	Company Name of Bidder	PhilGEPS Registration Number
_____	_____	_____
Contact Number(s)	Office Address	Email Address of the Bidder
_____		
Tax Identification Number (TIN)		

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer; Bank Transfer fee shall be charged against the creditor's account.

Payment Details:

Banking Institution: _____
Account Number: _____
Account Name: _____
Branch: _____