



REQUEST FOR QUOTATION

DATE: 03-06-2023 **PURCHASE REQUEST NO.:** 2023-02-043

RFQ NO.2023-03-015

Gentleman:

Please quote your lowest price inclusive of VAT on the item/s listed below, subject to the terms and conditions that you may encounter purposely for article (s) and or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **March 10, 2023** in the return envelop attached here with.

Very truly yours;

Sgd

VLADIMIR B. CALIGUIRAN
BAC Chairman

Approved Budget of Contract: Php 60,143.00

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	40	pcs	Ballpen (.5 ballpoint, retractable)		
	40	pcs	Seminar ID lace with ID Case (Heavy Duty with ATI Logo)		
	40	pcs	Plastic Envelope with holder and zipper(long)		
	3	packs	Ordinary Drinking Straw (200pcs/pack)		
	6	pad	Dressmaker pin (60pcs/pack)		
	40	pcs	PVC Certificate Card Case		
	10	box	Crayons(8-color)		
	40	pieces	USB Flashdrive (32GB)		
	10	packs	Boardpaper (200gsm,8.5x11,white,100pcs/pack)		
	5	pcs	puncher,paper,heavy duty		
	5	pcs	Staple remove, plier type		
	60	pcs	Hygiene kit(hand sanitizer,alcohol,tissue,wipes,1 pack facemask kf94,Body soap)		
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PURPOSE: Supplies and materials for the conduct of TOT on Institutional Development for SWISA on March 12-18, 2023 at ATI-RTC 2,SMI

Pls. submit the following eligibility documents:

- _____ Mayor's /Business Permit
- _____ Income Tax Return
- _____ Notarized Omnibus Sworn Statement
- _____ Philgeps Registration Number/Red Membership
- _____ Certificate of Sole Distributorship

TIN # _____

LBP Acct # _____

CP #/Email Address _____

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated. The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Region 2, Malasin San Mateo, Isabela.

MODEL: _____

DELIVERY PERIOD: 10 days upon receipt of Purchased Order

WARRANTY PERIOD: _____

PRICE VALIDITY: _____

CANVASSED BY: ROQUE C. ALLAM

DATE: _____

Signature Over printed Name of proprietor/
Manager or Authorized Representative

Business Address



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
REGIONAL TRAINING CENTER 02

Malasin, San Mateo, Isabela
Mobile No. 0917-104-9147 | E-mail: ati_region2@yahoo.com
URL: <http://ati.da.gov.ph/ati-2> | www.e-extension.gov.ph

GENERAL CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall quote in lot.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.
4. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The ATI-RTC 02 shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the ATI-RTC 02 shall adopt and employ “draw lots” as the tie- breaking method to finally determine the single winning provider in accordance with GPPB Circular 06- 2005.
11. Payment shall be made after delivery and upon the submission of the required supporting documents, i.e, order slip and/or billing statement, by the contractor. Our Government Servicing Bank, i.e, the Land Bank of the Philippines, shall credit the amount due to the contractor’s identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor’s account.
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered

Signature over printed Name

Position/Designation

Office Telephone. No.

Email Address