



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
REGIONAL TRAINING CENTER 02
 Malasin, San Mateo, Isabela 3318
 Mobile No. 0917-501-4270 | Email: rtc2.dcc@ati.da.gov.ph
 URL: https://ati2.da.gov.ph/ati-2; www.e-extension.gov.ph

REQUEST FOR QUOTATION

DATE: 11-24-2023

PURCHASE REQUEST NO: 2023-11-046

RFQ NO: 2023-11-168

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 **November 29, 2023** at 11:00 AM and endorsed in a sealed envelope.

Very truly yours;

VLADIMIR B. CALIGUIRAN
 BAC Chairman

Approved Budget of Contract: P 200,000.00

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	500	pcs	Notebook customized (40 leaves with ATI & CFIDP Logo Cover: Full Cover Paper Type: C2S Board #220 Leaves/inside: Book 80 Lined one color Perfect Bind		
	500	pcs	Customized Gel Pen with UV Printing with ATI & CFIDP Logo (385pcs black and 385pcs blue, 0.3mm)		
	500	pcs	Customized ID Lace with Design (with ATI-& CFIDP Logo),Lanyard		
	500	pcs	Customized Drawstring Bag Specifications: Drawstring Japanese Twill Zippered Front Pocket area is 6-1/2 " w x 8- 1/2 "H Matching Color drawstring cords, metal grommets, reinforced at stress points for extra durability and reusable bag functionality customized print		
				TOTAL AMOUNT:	

PURPOSE: used for the Coconut Farmers Industry Development Plan (CFIDP) activities and trainings

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 # _____
 CP #/Email Address _____

LBP Acct # _____
 LBP Acct Name: _____

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 the Purchase Order**
 WARRANTY PERIOD: _____
 PRICE VALIDITY: _____

CANVASSED BY: _____
 DATE: _____

 Signature Over printed Name of proprietor/
 Manager or Authorized Representative

 Business Address

For further information please contact:

Ms. Honeylet S. Ramiento
 Procurement Unit
 Contact #: 09265763832



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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 within the prescribed delivery period shall be imposed per day of delay. The ATI-RTC 02 shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

Signature over printed Name

Position/Designation

Office Telephone. No.

Email Address

Masaganang Agrikultura, Maunlad na Ekonomiya

ISO 9001:2015 Certified
C.R. No.: TUV100 05 3040