



Republic of the Philippine  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
**Regional Training Center III**

Government Complex, San Ramon, Dinalupihan, Bataan 2110  
Request for Quotation/ Submission of Proposal (Under Rule XVI Alternative Methods of Procurement [Sec 53.9] Small Value Procurement)

Note: To be used in the Reproduction and Dissemination of Techno-based Information, Education & Communication (IEC) Materials.

202302057

End-User: 202302118 Ken Edward S. Ballesteros  
PR Number: 202302118  
PR Date: \_\_\_\_\_

RFQ Number: \_\_\_\_\_  
RFQ Date: FEB 10 2023  
RFQ Sheet Number: \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Instructions below setforth, stating the shortest time of delivery.

  
ELSA F. VICTORIA  
BAC Chairman

**GENERAL INSTRUCTIONS TO BIDDERS:**

- 1 Bidders are required to read the instructions and fill the blanks in typewritten form or written legibly in permanent ink.
- 2 **DEADLINE FOR SUBMISSION OF QUOTATIONS/ BIDS SHALL BE ON : Date :** **Time:**
- 3 Delivery/ Construction/ Labour period/ Services to be rendered shall be Ten (10) days upon the receipt of the approved Purchase Order / Work Order / Job Order, unless a different period is specified.
- 4 Prospective Bidders / Suppliers are required to use this official quotation form in the accomplishment of their quotations/ bid proposals.
- 5 Any specifications other than those required/stated in this form shall not be considered in the evaluation of the quotation/ bid/ award.
- 6 Quotations must include all kinds of taxes for the item/s listed hereunder, including delivery charges.
- 7 Price validity shall be for a period of sixty (60) calendar days from the deadline for submission of quotations.
- 8 Quotations/ Proposals shall be submitted to the Office of the BAC Secretariat, San Ramon, Dinalupihan, Bataan
- 9 Only sealed quotations shall be accepted.
- 10 The bidder is required to affix his signature across the flap of the sealed envelope.
- 11 Awarding shall be done by lot, unless so specified to be awarded by line item.
- 12 Validity of stocks shall be 60 calendar days from the date of the opening of bids.
- 13 Any alteration shall have a/an counter signed of the prospective bidder or else the bid will be rejected
- 14 Payments shall be pursuant to DBM Circular No. 2013-16 dated December 23, 2013 on Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable Due Creditors/Payees of all National
- 15 Warranty shall be for a minimum period of three(3) months, in the case of Expendable Supplies & Materials, minimum of one (1) year Non-Expendable Supplies after acceptance by the procuring entity of the delivered supplies.

**OTHER CONDITIONS:**

**ATI-RTC III RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS, WAIVE ANY FORMALITY HEREIN AND ACCEPT ONLY QUOTATIONS MOST ADVANTAGEOUS TO THE GOVERNMENT.**

ITEM NO.	QTY.	UNIT	ITEMS & DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	9,000	set	Technology Kit for Livestock Inset: 7 kinds of Assorted Leaflets (9,000 copies each) <i>For specs, see Annex</i> <b>*****nothing follows*****</b>		
			Others: Camera ready, CD provided Blueprint needed Minor revisions allowed (2 printout at most) For delivery to : ATI-RTC III, San Ramon, Dinalupihan, Bataan Delivery should be maximum of two weeks after the approval of the final proof		
			GRAND TOTAL		

Approved Budget for the Contract (ABC) Php 290,000.00

**THE BIDS AND AWARDS COMMITTEE**

Department of Agriculture, ATI-RTC III  
San Ramon, Dinalupihan, Bataan

Sir / Madam:  
After having carefully read and accepted your General Instructions to Bidders, I/we submit you on the item at prices noted above. I/We understand that we have fully understood the minimum requirements of the project and agree to furnish delivery in conformity with the specifications described above.

Bidder's Signature Over Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_ Tax Identification Number \_\_\_\_\_  
Telephone Number/ CP No. \_\_\_\_\_ Business Address \_\_\_\_\_ E-mail address \_\_\_\_\_  
Date Accomplished \_\_\_\_\_

MARIEL B. BALDOZ  
Canvasser's Signature Over Printed Name



**ANNEX**

Technology Kit for Livestock

**Kit Specifications:**

Material: C2S 220 with Lamination (with Dye cut & pocket)

Size: 7 in x 9 in (folded-type)

Pocket size: 4.5 in

Color: Full Color

Printing: Offset

**Inset Specifications:**

Pamphlets: 7 kinds of Assorted Leaflets

<p><b>Leaflet 1 – African Swine Fever</b>            Size: 8x12 in (3 folds) (back-to-back)            Color: Full color            Material: C2S80            Printing: Offset</p>	<p><b>Leaflet 5 – Free Range Chicken Production</b>            Size: 8x12 in (3 folds) (back-to-back)            Color: Full color            Material: C2S80            Printing: Offset</p>
<p><b>Leaflet 2 – Avian Flu</b>            Size: 8x12 in (3 folds) (back-to-back)            Color: Full color            Material: C2S80            Printing: Offset</p>	<p><b>Leaflet 6 – Goat Production</b>            Size: 8x12 in (3 folds) (back-to-back)            Color: Full color            Material: C2S80            Printing: Offset</p>
<p><b>Leaflet 3 – Swine Production</b>            Size: 8x12 in (3 folds) (back-to-back)            Color: Full color            Material: C2S80            Printing: Offset</p>	<p><b>Leaflet 7 – Mallard Duck</b>            Size: 8x12 in (3 folds) (back-to-back)            Color: Full color            Material: C2S80            Printing: Offset</p>
<p><b>Leaflet 4 – Rabbit Production</b>            Size: 8x12 in (3 folds) (back-to-back)            Color: Full color            Material: C2S80            Printing: Offset</p>	