



Republic of the Philippine  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
**Regional Training Center III**  
Government Complex, San Ramon, Dinalupihan, Bataan 2110

Note: To be served during the Training of Trainers (TOT) on Good Agricultural Practices (GAP) on Coconut on April 10-14, 2023 at ATI-RTC, III, San Ramon, Dinalupihan, Bataan.

202302034

Request for Quotation/ Submission of Proposal (Under Rule XVI Alternative Methods of Procurement [Sec. 53.9] Small Value Procurement)

End-User  
PR Number: **202302038**  
PR Date:

RFQ Number:  
RFQ Date: **FFPB/223 2023**  
RFQ Sheet Number:

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

ELSA F. VICTORIA  
BAC Chairman

**GENERAL INSTRUCTIONS TO BIDDERS:**

- Bidders are required to read the instructions and fill the blanks in typewritten form or written legibly in permanent ink.
- DEADLINE FOR SUBMISSION OF QUOTATIONS/ BIDS SHALL BE ON :** Date : \_\_\_\_\_ Time: \_\_\_\_\_
- 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.
- Prospective Bidders / Suppliers are required to use this official quotation form in the accomplishment of their quotations/ bid proposals.
- Any specifications other than those required/stated in this form shall not be considered in the evaluation of the quotation/ bid/ award.
- Quotations must include all kinds of taxes for the item/s listed hereunder, including delivery charges.
- Price validity shall be for a period of sixty (60) calendar days from the deadline for submission of quotations.
- Quotations/ Proposals shall be submitted to the Office of the BAC Secretariat, San Ramon, Dinalupihan, Bataan
- Only sealed quotations shall be accepted.
- The bidder is required to affix his signature across the flap of the sealed envelope.
- Awarding shall be done by lot, unless so specified to be awarded by line item.
- Validity of stocks shall be 60 calendar days from the date of the opening of bids.
- Any allegation shall have a/an counter signed of the prospective bidder or else the bid will be rejected
- 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 Government
- 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
<b>Catering Services</b>					
<b>April 10-14, 2023</b>					
1	30 x 5	(servings) (day)	Breakfast		
2	30 x 5	(servings) (day)	AM Snacks		
3	30 x 5	(servings) (day)	Lunch		
4	30 x 5	(servings) (day)	PM Snacks		
5	30 x 5	(servings) (day)	Dinner		
*with free flowing Coffee, Hot chocolate and Tea					
<b>April 12-13, 2023</b>					
1	15 x 2	(servings) (day)	Breakfast		
2	15 x 2	(servings) (day)	AM Snacks		
3	15 x 2	(servings) (day)	Lunch		
4	15 x 2	(servings) (day)	PM Snacks		
5	15 x 2	(servings) (day)	Dinner		
GRAND TOTAL					

Approved Budget for the Contract (ABC)

**216,000.00**

**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

Cavasser's Signature Over Printed Name

Remarks: This form is based on Standard Form Number SF-GOOD-80, Revised on: May 24, 2004; Standard Form Title: Request for Quotations issued by GPPB



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Website: [www.ati.da.gov.ph/ati-3](http://www.ati.da.gov.ph/ati-3) ; [www.e-extension.gov.ph](http://www.e-extension.gov.ph)

**Strengthening of Agricultural and Biosystems Engineering Group at the Local Government Units**

**Menu**

<b>Day 1 (April 18, 2023)</b>	
Breakfast	<b>Fried Rice, Scrambled Egg, Hotdog, Fried Tinapa with Tomatoes, Fruits</b>
AM Snack	<b>Spagetti or Carbonara with Toasted Bread and Cucumber Juice.</b>
Lunch	<b>Plain Rice, Chicken Pastel, Mixed Vegetables with Quail Eggs, Inihaw na Tilapia with sawsawan toyomansi, Fruits</b>
Pm Snack	<b>Arrozcaldo w/ Egg, Puto Kutsinta, Soda or Cucumber Lemonade Juice</b>
Dinner	<b>Plain Rice, Beef Estopado, Chopsuey, Fish Fillet and Fruits with Mushroom soup</b>
<b>Day 2 (April 19, 2023)</b>	
Breakfast	<b>Fried Rice, Fried Tinapa, Salted Egg with Slice Tomatoes, Apple</b>
AM Snack	<b>Pancit Canton, Shanghai and Fresh Cucumber Lemon Juice</b>
Lunch	<b>Plain Rice, Pork Sisig, Mixed Vegetables, Paksiw na Bangus, Mixed Fruits</b>
Pm Snack	<b>Lomi w/ Puto, Asado Roll, Soda or Juice</b>
Dinner	<b>Pork Pot Roast, Corn Soup, Steamed Vegetables, Fresh Mixed Fruits</b>

**Note:** Served with flowing coffee, hot choco, different selections of tea, served with peanuts and candies on the side, meals must serve hot; drinks must serve cold, Buffet Style

*o BREAKFAST (Unlimited Rice, 100 grams main course, 100 grams side dish, dessert, 1 bowl of soup)*

*o AM SNACK (200grams hot meal with drinks or 200 grams of dried meal e.g. sandwich, etc with drinks)*

*o LUNCH (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)*

*o PM SNACK (200grams hot meal with drinks/ 200 grams dried meal e.g. sandwich, etc with drinks)*

*o DINNER (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)*

Prepared by:

  
**JAN LIMUEL C. GUEVARRA**  
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