



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

Note: To be used for the conduct of Training of Trainers on the Production of Coconut Products and By-Products in Baler, Aurora on May 8-19, 2023

202303057

Request for Quotation/ Submission of Proposal (Under Rule XVI Alternative Methods of Procurement [Sec 5.3.9] Small Value Procurement)

End-User PR Number: <u>202303064</u> PR Date: _____	RFQ Number: _____ RFQ Date: <u>MAR 14 2023</u> 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 alteration 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 Agencies (NGAS) including other amendments
- 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
Catering Services					
1	(25) (12)	(serving) (days)	Breakfast		
2	(25) (12)	(serving) (days)	AM Snacks		
3	(25) (12)	(serving) (days)	Lunch		
4	(25) (12)	(serving) (days)	PM Snacks		
5	(25) (12)	(serving) (days)	Dinner		
			<i>Note: Meals will be serve in 2 site location; hotel and demo area in San Luis, Baler</i>		
			<i>Note: - Foods must serve hot; Drinks must serve cold - Meals must be ready 15 minutes before serving time (Serving time: Breakfast 6:30; AM Snacks 10:00; Lunch 12:00; PM Snacks 3:00; Dinner 5:30) - Serve with flowing coffee, chocolate drinks, candies and nuts, must be refill from time to time</i>		
6	(11) (25)	(nights) (pax)	Lodging/Accommodation		
			<i>(20 participants; 2 RPs; 3 ATI Staff)</i>		
			Nothing Follows		
			<i>GRAND TOTAL</i>		

Approved Budget for the Contract (ABC)

580,000.00

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

Canvasser's Signature Over Printed Name

Remarks: This form is based on Standard Form Number SF-GOOD-50; Revised on: May 24, 2009; Standard Form Title: Request for Quotations issued by GPMW