



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

Note: To be used during the conduct of TRAINING OF TRAINERS (ToT) ON COCONUT-COFFEE FARMING SYSTEM and TRAINING OF TRAINERS (ToT) ON GOOD AGRICULTURAL PRACTICES (GAP) ON COCONUT on April 10-14 & 17-21, 2023 in Province of Bataan.

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

End-User: <b>202303287</b>	RFQ Number: <b>202303116</b>
PR Number: <b>202303287</b>	RFQ Date: <b>MAR 16 2023</b>
PR Date: _____	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:**

- 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 alternation 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>OFFICE EQUIPMENTS</b>					
1	2	unit	Printer Specifications  Printer Type  Printer Type: Print, Scan, Copy  Printing Technology  Print Method: On-demand inkjet (Piezoelectric) Printer Language: ESC/P-R, ESC/P Raster Nozzle Configuration: 180 x 1 nozzles Black, 59 x 1 nozzles per Colour (Cyan, Magenta, Yellow) Maximum Resolution: 5760 x 1440 dpi Automatic 2-sided Printing: No  Print Speed  Photo Default - 10 x 15 cm / 4 x 6 " : Approx. 69 sec per photo (Border) / 90 sec per photo (Borderless) Draft, A4 (Black / Colour): Up to 33.0 ppm / 15.0 ppm ISO 24734, A4 Simplex (Black / Colour): Up to 10.0 ipm / 5.0 ipm First Page out Time from Ready Mode (Black / Colour): Approx. 10 sec / 16 sec  Copying  Maximum Copies from Standalone: 20 copies Maximum Copy Resolution: 600 x 600 dpi Maximum Copy Size: A4, Letter ISO 29183, A4 Simplex (Black / Colour): Up to 7.7 ipm / 3.8 ipm  Scanning  Scanner Type: Flatbed colour image scanner Sensor Type: CIS Optical Resolution: 1200 x 2400 dpi Maximum Scan Area: 216 x 297 mm Scanner Bit Depth (Colour): 48-bit input, 24-bit output Scanner Bit Depth (Grayscale): 16-bit input, 8-bit output Scanner Bit Depth (Black & White): 16-bit input, 1-bit output		

			<p><b>Scan Speed</b></p> <p>Flatbed (Black / Colour): Up to 11 sec / 28 sec</p> <p><b>Paper Handling</b></p> <p>Number of Paper Trays: 1  Standard Paper Input Capacity: Up to 100 sheets of Plain Paper (80 g/m)  Up to 20 sheets of Premium Glossy Photo Paper  Output Capacity: Up to 30 sheets of Plain Paper (80 g/m)  Up to 20 sheets of Premium Glossy Photo Paper  Maximum Paper Size: 215.9 x 1200 mm</p> <p><b>Paper Sizes</b>  Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6  Print Margin: 0 mm top, left, right, bottom via custom settings in printer driver</p>		
2	2	set	<p><b>SPEAKER PORTABLE TROLLEY</b></p> <p>with built in rechargeable batteries  with 2 wireless microphone  with mic input  with on/off priority voice/mic  with remote control  with bluetooth</p>		
3	1	unit	<p>External Hard Drive, 1 TB</p>		
			GRAND TOTAL		
Approved Budget for the Contract (ABC)			<b>62,000.00</b>		
<p>THE BIDS AND AWARDS COMMITTEE  Department of Agriculture, ATI-RTC III  San Ramon, Dinabupihan, Bataan</p> <p>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.</p>					
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					
<small>Remarks: This form is based on Standard Form Number SF-300D-60; Revised on: May 24, 2004; Standard Form Title: Request for Quotations issued by GPPB</small>					