



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

Note: To be served during Training of Trainers on Agri-Enterprise Development on July 24-28, 2023 in ATI-RTC III, San Ramon, Dinalupihan, Bataan.

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)

202304106

End-User: _____	RFQ Number: _____
PR Number: <u>202305122</u>	RFQ Date: <u>MAY 30 2023</u>
PR Date: _____	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 (EdMDPS) 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
			Catering Services		
			July 24-28, 2023		
1	33 x 5	servings/day	Breakfast		
2	33 x 5	servings/day	AM Snacks		
3	33 x 5	servings/day	Lunch		
4	33 x 5	servings/day	PM Snacks		
5	33 x 5	servings/day	Dinner		
			* with free flowing coffee, hot chocolate, nuts and candies		
			GRAND TOTAL		

Approved Budget for the Contract (ABC) **One Hundred Thirty Two Thousand Pesos (Php132,000.00)**

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 _____		
Contractor's Signature Over Printed Name _____		

Remarks: This form is based on Standard Form Number SF-600D-89, Revised on: May 24, 2004; Standard Form Title: Request for Quotations issued by GPPS