



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

202304122

End-User: JAYVEE BRYAN G. CARILLO  
PR Number: 202306140  
PR Date: \_\_\_\_\_

RFQ Number: \_\_\_\_\_  
RFQ Date: JUN 07 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 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)
- 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>Title: Training of Trainers on Coconut-Cacao Farming System</b>		
			<b>Date: July 24-28, 2023</b>		
			<b>Venue: Aurora</b>		
1	10x1		Day 0 - Dinner		
			Catering Services		
2	30x5	servings/day	Breakfast		
3	30x5	servings/day	Am snacks		
4	30x5	servings/day	Lunch		
5	30x5	servings/day	Pm snacks		
6	30x5	servings/day	Dinner		
			Note: with free flowing : *brewed coffee (brown and white sugar) * hot choco *nuts, candies & chocolates during session * drinks ( water and juice)		
7	10x1	night	Day 0 - Accommodation		
8	25x4	night	Accommodation *3 pax/room		
			*Inclusion of Training Hall and sound system		
			.....nothing follows.....		
			<b>GRAND TOTAL</b>		

Approved Budget for the Contract (ABC) 240,000.00

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: \_\_\_\_\_

JOAN P. SUAY  
Canvaser's Signature Over Printed Name