



202304119

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

End-User: Kelvin C. Ochoa  
PR Number: 202306137  
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 R. 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 the 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, Dinegatan, 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 item.
- Validity of stocks shall be 60 calendar days from the date of the opening of bids.
- Any alteration shall have a counter signed of the prospective bidder or else the bid will be rejected.
- Payments shall be pursuant to OGM Circular No. 2013-16 dated December 23, 2013 on implementation of the Expanded Modified Direct Payment Scheme (EMDPS) 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>Food &amp; Catering Services, Accommodation, Hall</b>		
			<b>Venue: Pulilan, Bulacan</b>		
			<b>Date: September 18-29, 2023</b>		
1	32x12	(servingxday)	Breakfast		
2	32x12	(servingxday)	Am Snack		
3	32x12	(servingxday)	Lunch		
4	32x12	(servingxday)	Pm snack		
5	32x12	(servingxday)	Dinner		
			<b>Note:</b>		
			<i>*Food must be served hot</i>		
			<i>*with free flowing brewed coffee/choco/tea</i>		
			<i>*with peanuts and candies on the side</i>		
			<i>*possible changes to the menu will occur if the participants and TMI requested</i>		
			<b>Minimum specs requirements in serving:</b>		
			<b>BREAKFAST (Unlimited Rice, 100 grams main course, 100 grams side dish, dessert, 1 bowl of soup)</b>		
			<b>AM SNACK (200grams hot meal with drinks or 200 grams dried meal e.g. sandwich, etc with drinks)</b>		
			<b>LUNCH (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)</b>		
			<b>PM SNACK (200grams hot meal with drinks/ 200 grams dried meal e.g. sandwich, etc with drinks)</b>		
			<b>DINNER (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)</b>		
6	32x12	Nightsx Pax	Accommodation (good for 32 pax for 12 nights, with Wifi connectivity)		
7	12	day	Training Hall (good for 32 pax, fully airconditioned, with Wifi connectivity, and sound system)		
			<b>...nothing follows...</b>		
			<b>Grand Total</b>		

Approved Budget for the Contract (ABC)

**PhP 652,800.00**

THE BIDS AND AWARDS COMMITTEE  
Department of Agriculture, ATI-RTC III  
San Ramon, Dinegatan, 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

Courasener's Signature Over Printed Name