



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

202402008

End-User: REINALYN C. GULEN  
PR Number: \_\_\_\_\_  
PR Date: \_\_\_\_\_

202402010

RFQ Number: \_\_\_\_\_  
RFQ Date: \_\_\_\_\_  
RFQ Sheet Number: FEB 05 2024

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
			Enhancement Course on Training Management on February 19-23, 2024 in ATI-Bataan San Ramon, Dinalupihan, Bataan		
			<b>CATERING SERVICES &amp; FOOD</b> Minimum specs requirements in serving		
1	40x5	(serving)(day)	<b>BREAKFAST</b> (Unlimited Rice, 100 grams in main course, 100 grams side dish, 1 bowl of soup, dessert)		
2	40x5	(serving)(day)	<b>AM SNACK</b> (200 grams dried meal or hot meal with drinks)		
3	40x5	(serving)(day)	<b>LUNCH</b> (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup, dessert)		
4	40x5	(serving)(day)	<b>PM SNACK</b> (200 grams dried with drinks meal or hot meal)		
5	40x5	(serving)(day)	<b>DINNER</b> (Unlimited rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup, dessert)		
			<b>Note:</b> *Food must be served hot *With free flowing coffee / <i>cháo</i> / tea *With peanuts and candies on the side *Possible changes to the menu will occur if the participants and TMT requested		
			*****nothing follows*****		
			GRAND TOTAL		

Approved Budget for the Contract (ABC)

Php 180,000.00

**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