



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 Charting Directions Towards
Result-Based Interventions: Technical Review and Planning
Workshop for 2025 and Evaluation of Priorities and Developments
Target Setting for FY 2026 on March 12-14, 2024

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

End-User	_____	RFQ Number: 202402010
PR Number:	_____	RFQ Date: FEB 12 2024
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 items 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
- 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 and Accomodation					
1			March 12, 2024		
	22	Serving	Lunch		
	22	Serving	PM Snacks		
	22	Serving	Dinner		
2			March 13, 2023		
	22	Serving	Breakfast		
	22	Serving	AM Snacks		
	22	Serving	Lunch		
	22	Serving	PM Snacks		
	22	Serving	Dinner		
3			March 14, 2023		
	22	Serving	Breakfast		
	22	Serving	AM Snacks		
	22	Serving	Lunch		
	22	Serving	PM Snacks		
	22	Serving	Dinner		
4			March 15, 2023		
	22	Serving	Breakfast		
	22	Serving	AM Snacks		
	22	Serving	Lunch		
	22 X 3	pax /night	Accomodation for March 12-14, 2024		
			with free use of airconditioned training hall for 5 days with 25 person capacity		
GRAND TOTAL					

Approved Budget for the Contract (ABC) **129,600.00**

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