



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

**Regional Training Center III**  
Government Complex, San Ramon, Dinalupihan, Bataan 2110  
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*Note: To be used/ served during the conduct of the Basic Agricultural Extension Course Phase I (Training Course on Extension Delivery System - Part I) at CLSU-RET, Science City of Muñoz, Nueva Ecija on June 3 - 7, 2024.*

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

**202402019**

End-User: <u>ELSA F. VICTORIA</u>	RFO Number: <u>FEB 14 2024</u>
PR Number: <u>CS 202402021</u>	RFO Date: _____
PR Date: _____	RFO 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.

*[Signature]*  
**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 :**
- 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 (NGAS) including other amendments thereto. As such, creditors/payees are advised to open Current or Savings Account (CA/SA) with any branch of Land Bank of the Philippines which is the authorized MDS-GSB of Department of Agriculture Region III. For creditors/payees, where opening of Current or Savings Account (CA/SA) with Land Bank of the Philippines is not feasible or difficult due to company policy, they shall be advised to open account with any of the banks included in the Electronic Participating Clearing System (EPCS) upon which payment of their claims shall be made through bank transfer and any bank charges shall be charged to their account.
- 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>June 3 - 7, 2024</b>					
<b>LOT 1</b>					
<b>Food and Catering Services</b>					
1	(30)(5)	(serving)(day)	Breakfast		
2	(30)(5)	(serving)(day)	AM Snack		
3	(30)(5)	(serving)(day)	Lunch		
4	(30)(5)	(serving)(day)	PM Snack		
5	(30)(5)	(serving)(day)	Dinner		
<b>Notes:</b>					
<i>Food must be served hot   Drinks must be served cold   200g main course &amp; 100g side dish   w/ unlimited coffee, choco, tea, &amp; cold water   w/ unlimited nuts, chips, &amp; candies on the side   Buffet style (unlimited rice)</i>					
<b>LOT 2</b>					
6	(30)(4)	(pax)(night/s)	<b>Accommodation Services</b>		
<b>Notes:</b>					
<i>Airconditioned room   Well sanitized room   w/sanitized beddings, pillow covers, &amp; blankets   w/ sanitized bath towel, hygiene kit, &amp; toiletries</i>					
<b>LOT 3</b>					
7	5	day/s	<b>Training Hall and Services</b>		
<b>Notes:</b>					
<i>Fully airconditioned   w/ Good sound system   w/ tables and chairs   w/ proper lighting   w/ Projector and White Screen</i>					
<i>***nothing follows***</i>					
<i>To be used/ served during the conduct of the Basic Agricultural Extension Course Phase I (Training Course on Extension Delivery System - Part I) at CLSU-RET, Science City of Muñoz, Nueva Ecija on June 3 - 7, 2024.</i>					
<b>GRAND TOTAL</b>					

Approved Budget for the Contract (ABC) **ONE HUNDRED NINETY THOUSAND PESOS ONLY ( Php 190,000.00)**

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

Remarks: This form is based on Standard Form Number SF-GOOD-60; Revised on: May 24, 2004; Standard Form Title: Request for Quotations issued by GPPB