



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

202402024

Encl-User: Kent Edward S. Daljesteron  
PR Number: \_\_\_\_\_  
PR Date: \_\_\_\_\_

202402024

RFQ Number: \_\_\_\_\_  
RFQ Date: FEB 14 2024  
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 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 Secretarial, 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 90 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
1	4,000	set	<b>Technology Kit for Coconut</b>  <b>Kit Specifications:</b>  Material: C25 220 with Lamination (with Dye cut & pocket)  Size: 7 in x 9 in (folded-type)  Pocket size: 4.5 in  Color: Full Color  Printing: Offset  <b>Inset: 21 kinds of Assorted Materials</b>  <b>Material 1: Pamphlet</b>  Size: 6x9 in (2 folds) (16 pages)  Color: Full color  Material: C2S80  Printing: Offset  <b>Material 2: Pamphlet</b>  Size: 6x9 in (2 folds) (16 pages)  Color: Full color  Material: C2S80  Printing: Offset  <b>Material 3-21: Flyer</b>  Size: 8.5x5.55 in (back to back)  Color: Full color  Material: C2S80  Printing: Offset  *****nothing follows*****  <b>Others:</b>  Camera ready, CD provided  Blueprint needed  Minor revisions allowed (2 printout at most)  For delivery to : ATI-RTC III, San Ramon, Dinalupihan, Bataan  Delivery should be maximum of two weeks after the approval of the final proof		
			<b>GRAND TOTAL</b>		

Approved Budget for the Contract (ABC)

**Php 170,000.00**

**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: \_\_\_\_\_

MARIEE B. BALDOZ  
Canvasser's Signature Over Printed Name