



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

| | |
|-----------------------------------|------------------------------|
| End-User: <u>Babelyn P. Lopez</u> | RFQ Number: 202402026 |
| PR Number: C202402028 | RFQ Date: FEB 19 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.

[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 :** 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 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
- 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 |
|----------|------|----------|---|------------|--------------|
| | | | Title: Stakeholders Engagement and Program Assessment | | |
| | | | Date: March 20 - 22, 2024 | | |
| | | | Food and Catering Services | | |
| | | | March 20, 2024 | | |
| 1 | 80 | servings | PM Snacks | | |
| 2 | 80 | servings | Dinner | | |
| | | | March 21, 2024 | | |
| 3 | 80 | servings | Breakfast | | |
| 4 | 80 | servings | AM Snacks | | |
| 5 | 80 | servings | Lunch | | |
| 6 | 80 | servings | PM Snacks | | |
| 7 | 80 | servings | Dinner | | |
| | | | March 22, 2024 | | |
| 8 | 80 | servings | Breakfast | | |
| 9 | 80 | servings | AM Snacks | | |
| 10 | 80 | servings | Lunch | | |
| | | | Note: | | |
| | | | <i>*Food must be served hot</i> | | |
| | | | <i>*With free-flowing brewed coffee/choco / tea.</i> | | |
| | | | <i>*Possible change of menu depend on the request of participants and tmt.</i> | | |
| | | | <i>*With peanuts and candies on the side.</i> | | |
| | | | <i>*With table set-up and flower arrangement</i> | | |
| | | | ***Nothing Follows*** | | |
| | | | <i>To be used/served during the conduct of the Stakeholders Engagement and Program Assessment at BFAR - NFTC, CLSU Compound, Science City of Muñoz, Nueva Ecija on March 20 - 22, 2024.</i> | | |
| | | | GRAND TOTAL | | |

Approved Budget for the Contract (ABC) **One Hundred Forty-Four Thousand Pesos Only (Php. 144,000.00)**

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