



Republic of the Philippine
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Regional Training Center III

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

Note: TO BE USED FOR THE CENTER'S OPERATION
(BANNER AND REGULAR PROGRAM) FOR THE
1ST QUARTER OF 2024.

End-User

PR Number:

PR Date:

013 202402053

RFQ Number:

RFQ Date:

RFQ Sheet Number:

202402053

FEB 26 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 : _____
- 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.

Time:

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		LOT	OFFICE & JANITORIAL SUPPLIES		
65		btl	ALCOHOL, ethyl, 68%-72%, 500ml		
1,000		piece	BALLPEN, Ordinary, Black 0.5		
215		pack	BATTERY, dry cell, AA, 2 pieces per blister pack		
110		pack	BATTERY, dry cell, AAA, 2 pieces per blister pack		
30		bottl	BLEACHING SOLUTION		
10		piece	BROOM, soft (tambo)		
10		piece	BROOM, STICK (TING-TING), usable length: 760mm min		
75		pack	CARTOLINA, assorted colors		
20		btl	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap		
20		can	CLEANSER, SCOURING POWDER, 350g min./can		
15		box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)		
15		box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)		
50		piece	COMPACT DISC, DVD RW, with Case		
5		REAM	COPY Paper, A3, Sub 24, 80GSM		
17		Piece	CORRECTION TAPE, 8M		
11		tube	CUTTER BLADE, for heavy duty cutter		
10		piece	DATA FOLDER, made of chipboard, taglia lock		
12		bar	DETERGENT BAR, 140 grams as packed		
12		POUCH	DETERGENT POWDER, 1KG		
31		can	DISINFECTANT SPRAY, aerosol type, 400-550 grams		
24		roll	DOUBLE SIDED TAPE		
5		piece	DUST PAN, non-rigid plastic, w/ detachable handle		
1,000		PC	EXPANDING PLASTIC ENVELOP, WITH HANDLE, LONG		
175		box	FACIAL TISSUE, 2Ply, 250 pulls		
17		box	FASTENER, PLASTIC, 70mm between prongs		
10		Piece	FLASH DRIVE, 64 GB capacity		
5		unit	GLUE GUN		
41		pack	GLUE STICK (FOR GLUE GUN)		
5		jar	GLUE, all purpose, gross weight: 200 grams min		
59		BOTTLE	HAND SOAP, Liquid, 500ml		
1,000		SET	ID Card holder with Lace, A3		
8		cart	INK CART, EPSON C13T664100 (T6641), Black		
6		cart	INK CART, EPSON C13T664200 (T6642), Cyan		
6		cart	INK CART, EPSON C13T664300 (T6643), Magenta		
6		cart	INK CART, EPSON C13T664400 (T6644), Yellow		
21		can	INSECTICIDE, aerosol type, net content: 600ml min		

201	PACK	LINEN/CERTIFICATE PAPER, 11x8.5", 120GSM		
500	SHEET	Manila Paper, 36x48"		
254	piece	MARKER, PERMANENT, bullet type, black		
72	piece	MARKER, PERMANENT, bullet type, blue		
6	piece	MARKER, PERMANENT, bullet type, red		
198	piece	MARKER, whiteboard, black, felt tip, bullet type		
16	piece	MARKER, whiteboard, blue, felt tip, bullet type		
6	piece	MARKER, whiteboard, red, felt tip, bullet type		
32	PC	Meter Stick		
9	piece	MOUSE, WIRELESS, USB		
25	pad	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min		
37	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min		
27	pad	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min		
27	box	PAPER CLIP, vinyl/plastic coat, length: 32mm min		
27	box	PAPER CLIP, vinyl/plastic coat, length: 48mm min		
180	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm, A4		
85	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm, Legal		
150	ream	PAPER, Multi-Purpose (COPY) A4, 70 gsm		
42	ream	PAPER, Multi-Purpose (COPY) Legal, 70 gsm		
10	ream	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose		
100	box	PENCIL, lead, w/ eraser, wood cased, hardness: HB		
7	piece	PHILIPPINE NATIONAL FLAG, 100% polyester		
8	piece	PUNCHER, paper, heavy duty, with two hole guide		
10	bundle	RAGS, all cotton, 32 pieces per kilogram min		
20	PC	SIDE-CLIP 3 inch Lever Arch File Folder, Legal, Black		
20	PC	SIDE-CLIP 3 inch Lever Arch File Folder, Legal, Blue		
20	PC	SIDE-CLIP 3 inch Lever Arch File Folder, Legal, Green		
20	PC	SIDE-CLIP 3 inch Lever Arch File Folder, Legal, Red		
70	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip		
65	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip		
50	piece	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip		
6	bottl	STAMP PAD INK, purple or violet		
35	box	STAPLE WIRE, no. 35		
23	piece	STAPLER, STANDARD TYPE, With Remover		
67	pack	STICKER PAPER, A4, Waterproof		
13	piece	TAPE DISPENSER, TABLE TOP, for 24mm width tape		
6	roll	TAPE, ELECTRICAL, 18mm x 16M min		
51	roll	TAPE, MASKING, width: 24mm (Ã,Â±1mm)		
80	roll	TAPE, MASKING, width: 48mm (Ã,Â±1mm)		
26	roll	TAPE, PACKAGING, width: 48mm (Ã,Â±1mm)		
42	roll	TAPE, TRANSPARENT, width: 48mm (Ã,Â±1mm)		
175	Pack	TOILET TISSUE PAPER, INTERFOLDED PAPER TOWEL		
53	roll	TRASHBAG, plastic, transparent/black		
13	roll	TWINE, plastic, one (1) kilo per roll		
10	piece	WASTEBASKET, non-rigid plastic		
		XXXX Nothing Follows XXXX		
		*** TO BE AWARDED BY 1 LOT ***		
		GRAND TOTAL		

Approved Budget for the Contract (ABC)

(FOUR HUNDRED FORTY-TWO THOUSAND EIGHT HUNDRED SEVENTY-FIVE AND 01/100) PHP 442,875.01

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

MARBERT P. MORALES

Cavasser'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