



Republic of the Philippine
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Regional Training Center III
Government Complex, San Ramon, Dinalupihan, Bataan 2110

Note: Printing services for the Center's Annual Report 2023.

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

End-User: Eula Dee A. Lahada
PR Number: _____
PR Date: _____

202402047

RFQ Number: **202402047**
RFQ Date: **FEB 23 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:

- 1 Bidders are required to read the instructions and fill the blanks in typewritten form or written legibly in permanent ink.
 - 2 **DEADLINE FOR SUBMISSION OF QUOTATIONS/ BIDS SHALL BE ON :** Date : _____ Time: _____
 - 3 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.
 - 4 Prospective Bidders / Suppliers are required to use this official quotation form in the accomplishment of their quotations/ bid proposals.
 - 5 Any specifications other than those required/stated in this form shall not be considered in the evaluation of the quotation/ bid/ award.
 - 6 Quotations must include all kinds of taxes for the item/s listed hereunder, including delivery charges.
 - 7 Price validity shall be for a period of sixty (60) calendar days from the deadline for submission of quotations.
 - 8 Quotations/ Proposals shall be submitted to the Office of the BAC Secretariat, San Ramon, Dinalupihan, Bataan
 - 9 Only sealed quotations shall be accepted.
 - 10 The bidder is required to affix his signature across the flap of the sealed envelope.
 - 11 Awarding shall be done by lot, unless so specified to be awarded by line item.
 - 12 Validity of stocks shall be 60 calendar days from the date of the opening of bids.
 - 13 Any alternation shall have a/an counter signed of the prospective bidder or else the bid will be rejected
 - 14 hr
 - 15 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	300	copies	Printing of ATI-RTC III Annual Report Specifications: Size: 8.5" x 11" No. of Pages: 48 pages (cover and body) * 44 body * 4 cover Material: Cover: Matte 220 with lamination and spot UV Inside: C2S 80 Color: Full color (cover and body) Binding: Perfect binding Printing: Offset Others: · Camera ready, CD provided · Blueprint needed · Minor revisions allowed (2 printouts at most) Delivery Date: 1 week after the approved final layout For delivery at: ATI-RTC III, San Ramon, Dinalupihan, Bataan		
			GRAND TOTAL		

Approved Budget for the Contract (ABC) **Php85,000.00**

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 _____
Telephone Number/ CP No. _____ Business Address _____
Date Accomplished _____

MARIEL B. BALDOZ
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