



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

Note: To be served in the conduct of Harmony Amidst Tension: Workplace Conflict & Negotiation Dynamics Workshop (A Conflict and Negotiation in the Workplace Training Workshop) on April 18-19, 2024 at Nurve Ecopark/Bataan

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

202404107

End-User

PR Number:

PR Date:

2024041107

RFQ Number:

RFQ Date:

RFQ Sheet Number:

APR 01 2024

BLSA VICTORIA  
BAC Chairman

Please quote your lowest price on the item/s listed below, subject to the General Instructions below set forth, stating the shortest time of delivery.

**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 \_\_\_\_\_ 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 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
			<b>CATERING, ACCOMMODATION &amp; VENUE</b>		
1	(pax)(day)	(35)(2)	BREAKFAST (3 viands choices of vegetables, fish meat-chicken/pork/beef with soup, rice, dessert, fresh fruit juice and hotted water) buffet-style		
2	(pax)(day)	(35)(2)	AM SNACKS (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice)		
3	(pax)(day)	(35)(2)	LUNCH (3 viands choices of vegetables, fish meat-chicken/pork/beef with soup, rice, dessert, fresh fruit juice and hotted water) buffet-style		
4	(pax)(day)	(35)(2)	PM SNACKS (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice)		
5	(pax)(day)	(35)(2)	DINNER (3 viands choices of vegetables, fish meat-chicken/pork/beef with soup, rice, dessert, fresh fruit juice and hotted water) buffet-style <i>With provision of flowing coffee, chocolate (milo), and candies for 2 days</i>		
6	day	2	ACCOMMODATION Participants, Guest, RP, and TMT (2 Days x 35 Pax)		
7	day	2	VENUE/TRAINING HALL (Capacity of 35-50 pax)		
			<i>Kindly see the attached MENU and TERMS AND CONDITIONS</i>		
			<i>Please submit the following:</i>		
			Mayor's Permit/Business Permit		
			SEC/CDA/DTI Permit		
			PhilGEPs Registration Number/Red Membership		
			BIR 2303		
			LSA/SPA/ESP Certificate (Must be an ATI Learning Site/Extension Services Provider)		
			<b>GRAND TOTAL</b>		

Approved Budget for the Contract (ABC)

**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/ C/P No.

Business Address

E-mail address

Date Accomplished

MARBERT P. MORALES

Chairman's Signature Over Printed Name

