



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

End-User: JAYSON B. NIBUA

PR Number: \_\_\_\_\_

PR Date: 075 202404100

RFQ Number: \_\_\_\_\_

RFQ Date: 20240410

RFQ Sheet Number: APR 04 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.

*[Signature]*  
 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, Dinakulahan, 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 alteration shall have a/an counter signed of the prospective bidder or else the bid will be rejected
- 14 Payments shall be pursuant to DBM Circular No. 2013-18 dated December 23, 2013 on Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable Due Creditors/Payees of all National Government Agencies (NGAS)
- 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        | 1   | UNIT | <b>PELLETIZER MACHINE</b><br>Note:<br>*Model: K160<br>*100% copper wire<br>*5.4 HP Electric Motor<br><br>*****nothing follows***** |            |                  |
|          |     |      | <b>GRAND TOTAL</b>   |            | <b>50,000.00</b> |

Approved Budget for the Contract (ABC): \_\_\_\_\_

THE BIDS AND AWARDS COMMITTEE  
 Department of Agriculture, ATI-RTC III  
 San Ramon, Dinakulahan, 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: \_\_\_\_\_

Contractor's Signature Over Printed Name: \_\_\_\_\_

Remarks: This form is based on Standard Form Number SF-GOOD 60, Revised on May 24, 2004, Standard Form 183e Request for Quotations Issued by GPPB

