



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

End-User: _____	RFQ Number: <b>202404117</b>
Number: <b>202404117</b>	RFQ Date: <b>APR 22 2024</b>
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.

**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 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.

**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>CERTIFICATE HOLDER</b>		
1	pc	2430	Folding Certificate Holder, Customized, Can fit (8.5" X 5.5") paper		
2	pc	542	Folding Certificate Holder, Customized, Can fit (8.5" X 11") paper		
3	pc	2459	<b>ATI NOTEBOOK (Customized)</b> Size: 6" X 8.75" Cover: C2S 220, full color /w lamination. Inside Pages: Book paper #60, 1 color Pages: 40 leaves		
			<b>PRINTER INKS</b>		
4	bot/cart	50	EPSON INK 003, BLACK		
5	bot/cart	20	EPSON INK 644, BLACK		
			<b>GRAND TOTAL</b>		

for the Contract (ABC) **THREE HUNDRED THOUSAND EIGHT HUNDRED SIXTY PESOS ONLY (PHP 300,860.00)**

**AWARDS COMMITTEE**  
Agriculture, ATI-RTC III  
Dinalupihan, Bataan

To / 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**  
Canvasser's Signature Over Printed Name

