Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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Note: To be used during the implementation of 19 batches of trainings under the Binhi ng Pag-Asa Program from June to October, 2024.

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

End-User	GUIA D. REYES	RFQ Number:	202405141
PR Number:		RFQ Date:	MAY 15 2024
PR Date:	202405[illegible]	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 P. VICTORIA
BAC Chairman

GENERAL INSTRUCTIONS TO BIDDERS:

1 Bidders are required to read the instructions and fill the blanks in typrewritten 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 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
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	LOT	**BINHI NG PAG-ASA TRAINING KIT**		
1	430	pieces	CUSTOMIZED, Tote Bag with Zipper, 16in x14in		
2	430	pieces	CUSTOMIZED, Ballpen, Gel 0.5mm, Black		
3	430	pieces	CUSTOMIZED, Notebook, A5, Ruled, 80 leaves		
4	430	pieces	CUSTOMIZED, ID (Lanyard: 1in x 3in and PVC: 8.5cm x 12.06cm)		
			****Nothing Follows****		
			To be used during the implementation of 19 batches of trainings under the Binhi ng Pag-Asa Program from June to October, 2024.		
			GRAND TOTAL		

Approved Budget for the Contract (ABC)	**TWO HUNDRED THIRTY-SIX THOUSAND FIVE HUNDRED PESOS ONLY (Php. 236,500.00)**

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 equirements 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	

Canvasser's Signature Over Printed Name