



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

End-User: REINALYN C. GILLEN RFQ Number: 202405162
 PR Number: 202405165 RFQ Date: MAY 26 2024
 PR Date: _____ RFQ Sheet Number: _____

[Signature]
ELSA F. 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 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 firm's fixed remainder, including delivery charges.
- Price validity shall be for a period of 60 (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 the item.
- Validity of stocks shall be 60 calendar days from the date of the opening of bids.
- Any alteration shall have a 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 (EMDPS) for Accounts Payable Due Creditors/Payees of all National Government Agencies (NGAs) including
- 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
			Catering Services		
			Date: October 7-11, 2024		
			Venue: Cornerstone Training and Learning Center Corporation, Maria Aurora, Aurora		
1	1x10 (Day 1) 4x35 (Day 2-5)	(Serving)(pax)	Breakfast	120.00	18,000.00
2	(5)(35)	(Serving)(pax)	AM Snack	100.00	17,500.00
3	(5)(35)	(Serving)(pax)	Lunch	250.00	43,750.00
4	(5)(35)	(Serving)(pax)	PM Snack	100.00	17,500.00
5	(4)(10)	(Serving)(pax)	Dinner	220.00	8,800.00
			<i>With free flowing coffee and candies</i>		
			(Buffet style)		
			Minimum specs requirements in serving:		
			BREAKFAST (Unlimited Rice, 100 grams main course, 100 grams side dish, dessert, 1 bowl of soup)		
			AM SNACK (200grams hot meal with drinks or 200 grams dried meal e.g. sandwich, etc with drinks)		
			LUNCH (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)		
			PM SNACK (200grams hot meal with drinks/ 200 grams dried meal e.g. sandwich, etc with drinks)		
			DINNER (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)		
6	(5)	(days)	Training Hall	3,000.00	15,000.00
			<i>*Good for 35 person</i>		
			<i>*With WIFI Connectivity, Sound system and Projector</i>		
7	(5)(6)	(night)(pax)	Accommodation	850.00	25,500.00
			<i>*Fully Airconditioned</i>		
			<i>*With WIFI Connectivity</i>		
			<i>*Good for 3 person/ room</i>		
			Grand Total		

Approved Budget for the Contract (ABC) **146,050.00**

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 items 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-RQ; Revised on: May 24, 2004. Standard Form Title: Request for Quotations issued by GPPS

