



Republic of the Philippines
OF AGRICULTURE
DEPARTMENT AGRICULTURAL TRAINING INSTITUTE
RTC-6 Western Visayas
ASU Compound, Banga, Aklan
Tel No. (036)267-5951 Telefax (036)267-6786

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. RFQ2022-736

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **One Hundred Twenty Thousand & Fifty Pesos Only (₱ 120,050.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Provision of Lodging and Catering Services in Malay, Aklan**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The provision of the above stated services detailed as follows:

Purchase Request No.	2022-12-734
Brief Description	Provision of Lodging and Catering Services that consist of breakfast, lunch and dinner
Duration	December 15-16, 2022
Location	Malay, Aklan
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 120,050.00

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) invites all prospective suppliers/caterers to quote their lowest price on the services stated in the Request For Quotation Form subject to the Terms and Conditions stated herein and submit the same duly signed by their authorized representatives not later than **13th December 2022 at 9:00 AM**. Interested suppliers/distributors may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786.

Sgd
DIANNE D. RIVERA
Head, BAC Secretariat

TERMS AND CONDITIONS:

1. All interested distributors/suppliers are required to read and follow the terms and conditions carefully.
2. Sealed proposals/quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
3. Quotation shall be submitted to BAC Head Secretariat at Agricultural Training Institute-Regional Training Center VI, ASU Compound, Banga, Aklan or through email address at ati6.bac@gmail.com.
4. Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Mrs. Dianne D. Rivera**.
5. Late submission of quotation shall not be accepted.
6. Quotations through fax are allowed for all suppliers **outside Aklan only**.
7. Quotations exceeds the Approved Budget of Contract shall be disqualified.
8. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
9. **Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
10. Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
11. All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
12. The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
13. Payment is within FIFTEEN (15) calendar days from receipt of billing statement/charge invoice.
14. Delivery period shall be based on the date stated in the approved Purchased Order (PO).
15. Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
16. Quotations should be inserted on sealed envelopes with signature of bidder across the flap thereon. The name of the company, telephone number and PR Number should be written on the face of the envelope.
17. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
18. Preferably to attached PhilGEPS Registration No., Mayor's/Business Permit, TIN Registration Certificate and Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.
19. Deadline for submission of sealed quotation is on or before **December 13, 2022 at 9:00 AM**.

REQUEST FOR QUOTATION FORM

Please quote your lowest price inclusive of VAT on the hereinafter listed goods and strictly follow the instruction stated at the first page of this form.

PR Reference Nos.:	2022-12-734				
Type of Service/s:	Provision of Lodging and Catering Services				
Approved Budget of Contract (ABC):	₱ 120,050.00	Location:	Malay, Aklan		
Technical Requirements:					
Type of Service/s:	Lodging Services				
Duration:	December 15, 2022				
# of pax/capacity:	49 pax				
Requirements:	<ul style="list-style-type: none"> ➤ maximum of four (4) pax in a room with linens, soap, towel and toiletries; ➤ fully airconditioned rooms; ➤ with sufficient clean water with hot and cold shower; ➤ preferably individual beds however sharing may be acceptable. ➤ with complimentary water, coffee and tea in the room; ➤ with closet for personal belonging; 				
Type of Service/s:	Catering Services				
Meal Specifications:	<p>a. Breakfast (Assisted/Buffer-1 rice; 3 viand; hot drinks; water)</p> <ul style="list-style-type: none"> *Unlimited Rice - choices of plain and/or garlic rice *egg (choices of scrambled, sunny side up, boiled, or omelet) *fish (choices of dried fish, paksiw, fried, or adobo) *pork (choices of tocino, longganisa, fried, and abodo) *fresh fruit juices (no powdered juice drink serve) <p>b. Lunch (Buffet Style) (Unlimited Rice, 3 viands and vegetable, juice, fruits, dessert)</p> <ul style="list-style-type: none"> *Rice – Unlimited rice (plain) *Three (3) Viands – choices of fish, pork, beef and/or chicken entrée *Dessert – choices of fresh fruits, leche flan, fruit salad, chocolate cake, mango float, black sambo *Drinks – choices of fruit juices, softdrinks, iced tea *Vegetables <p>c. Dinner (Buffet Style) (Unlimited Rice, 3 viands and vegetable, juice, fruits, dessert)</p> <ul style="list-style-type: none"> *Rice – Unlimited rice (plain) *Three (3) Viands – choices of fish, pork, beef and/or chicken entrée *Dessert – choices of fresh fruits, leche flan, fruit salad, chocolate cake, mango float, black sambo *Drinks – choices of fruit juices, softdrinks, iced tea *Vegetables <p>Food Preference:</p> <ul style="list-style-type: none"> ➤ food preferences maybe arrange according to suggested menu ➤ free-flowing water, coffee and chocolate drink ➤ preferably recyclable/biodegradable container for take-out foods ➤ follow Covid-19 safety protocols <p>NOTE: With complimentary coffee/tea/chocolate drinks and water</p>				
Servings included:	Breakfast	AM snack	Lunch	PM Snack	Dinner
Duration:	December 15, 2022				
# of pax:	x	x	49 pax	x	49 pax
Duration:	December 16, 2022				
# of pax:	49 pax	x	49 pax	x	x

<i>Schedule of Prices:</i>			
Services	Quantity	Unit Price	Total
a) Lodging Services/Accommodation	49 pax	₱	₱
b) Catering services: (Please attach proposed menu upon submission of quotation)			
Breakfast	49 pax		
Lunch	98 pax		
Dinner	49 pax		
TOTAL COST OF SERVICES:			₱

After having carefully read and fully understood your instruction and requirements. I/We quote you on the item at prices noted above. I am in a position to furnish the above articles or services at the prices and in quantities as called for except as I have indicated. I/We can deliver the goods/services upon receipt of the Purchase Order.

Printed Name/Signature

Position

Name of Company/Business

Address

Date: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____