



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. RFQ2023-058**

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **Four Hundred Fifty-one Thousand Five Hundred Twenty Pesos Only (₱ 451,520.00)**. Being the Approved Budget for the Contract (ABC) under the contract for the **Supply and Delivery of Janitorial and Electrical Supplies**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The supply and delivery of the herein stated items are enumerated in the hereunder lots:

Purchase Request No.	Lot Number	Lot Description	Approved Budget of Contract per Lot
<b>2023-02-072</b>	<b>1</b>	<b>Janitorial Supplies</b>	<b>₱ 410,090.00</b>
	<b>2</b>	<b>Electrical Supplies &amp; Fixture</b>	<b>₱ 41,430.00</b>
<b>Total Approved Budget of Contract</b>			<b>₱ 451,520.00</b>

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) invites all prospective suppliers/distributors to quote their lowest price on all the items 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 14<sup>th</sup> February 2023 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. This is a sealed quotation.
3. Sealed proposals/quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
4. Sealed 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](mailto:ati6.bac@gmail.com).
5. Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
6. Late submission of sealed quotation shall not be accepted.
7. Quotations through fax are allowed for all suppliers **outside Aklan only**.
8. Quotations exceeds the Approved Budget of Contract shall be disqualified.
9. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
10. **Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
11. Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
12. All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
13. The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
14. Payment is within FIFTEEN (15) calendar days from receipt of billing statement/charge invoice.
15. Delivery period shall be based on the date stated in the approved Purchased Order (PO).
16. Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
17. 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.
18. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
19. Preferably to attached PhilGEPS Registration No., Mayor's/Business Permit, TIN Certificate of Registration & Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.
20. Deadline for submission of sealed quotation is on or before **February 14, 2023 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.

<b>PR Reference no.</b>		<b>2023-02-072</b>				
<b>Approved Budget of Contract (ABC)</b>		<b><u>₱ 451,520.00 (Lot 1-₱ 410,090.00, Lot 2-₱ 41,430.00)</u></b>				
<b>Place of Delivery</b>		<b>ATI-RTC VI, Banga, Aklan</b>				
<b>Details of Procurement:</b>						
<b>Supply and Delivery of the following items, to wit;</b>						
<b>Schedule of Prices:</b>						
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)		
				Brand Model (optional)	Unit Price	Total
			<b>Lot 1</b>			
1	<b>140</b>	can	Air Freshener gel, (320 ml)			
2	<b>120</b>	bottle	Alcohol, Ethyl, 70% Solution (1000 mL)			
3	<b>120</b>	pcs	Bathroom Deodorizer (apple scent, 100g)			
4	<b>120</b>	gallon	Bleaching Liquid (Multi-purpose, 4 liters)			
5	<b>60</b>	gallon	Bleaching Liquid (Colorsafe, 4 liters)			
6	<b>24</b>	bottle	Cleansing Powder, Calamansi Scent (net weight-350 gram, with active germicides and baking soda)			
7	<b>12</b>	pcs	Dipper (Plastic, Medium)			
8	<b>30</b>	bottle	Dishwashing liquid (Anti-bacterial, 1000 mL)			
9	<b>60</b>	can	Disinfectant Spray (340g)			
10	<b>20</b>	pcs	Door Mat cloth (at least 12" x 14")			
11	<b>12</b>	pcs	Dust Pan (Plastic)			
12	<b>120</b>	bottle	Fabric conditioner (500 ml, anti-bacterial)			
13	<b>500</b>	pcs	Garbage bag (sizes: 11x11x18)			
14	<b>500</b>	pcs	Garbage bag (sizes: 15x15x38)			
15	<b>500</b>	pcs	Garbage bag (sizes: 9x9x18)			
16	<b>24</b>	bottle	Glass & Multi-surface Cleaner (Spray, Fresh fragrance, 500 ml)			
17	<b>120</b>	bottle	Hand washing Liquid Soap (preferably anti-bacterial, 750 mL)			
18	<b>48</b>	bottle	Multi-insect Spray (odorless, 250-300ml)			
19	<b>12</b>	pcs	Soft Broom, wooden handle			
20	<b>80</b>	bottle	Toilet bowl cleaner (anti-bacterial, 1 liter)			
21	<b>6</b>	pcs	Toilet Brush Cleaner (Heavy duty)			
22	<b>4000</b>	roll	Toilet paper (2-ply, 400 sheets/roll)			
23	<b>8</b>	pcs	Toilet Pump (Heavy duty)			
24	<b>6</b>	set	Tornado Mop Set (360° spin mop head, 2 in 1 bucket wash and wring, adjustable pole handle:85-128 cm)			
			<b>Sub-total</b>			
			<b>Lot 2</b>			
25	<b>10</b>	pcs	Door Knob Heavy duty			
26	<b>48</b>	pcs	Flourescent (40 watts)			
27	<b>25</b>	pcs	Flourescent Starter (40 watts)			

28	<b>24</b>	pcs	LED Bulb (18 watts)			
29	<b>48</b>	pcs	LED Bulb (9 watts)			
30	<b>24</b>	pcs	Pin Light bulb (9 watts)			
31	<b>15</b>	pcs	Toilet Push Button			
			<b>Sub-total</b>			
<b>TOTAL COST OF SUPPLIES AND MATERIALS:</b>						<b>₱</b>

After having carefully read and fully understood your terms and conditions, 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: \_\_\_\_\_