



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
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. RFQ2023-078

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **Three Hundred Fifteen Thousand Pesos Only (₱ 315,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Reproduction, Bookbinding Services & Delivery of Training Modules**. 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 services detailed as follows:

PR Reference no.	2023-02-103
Brief Description	Reproduction Services, Bookbinding Services and Delivery of 210 copies Training Modules
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 315,000.00

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) invites all prospective suppliers/bidders to quote their lowest price on the above stated services 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 10th March 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:

- All interested distributors/suppliers are required to read and follow the terms and conditions carefully.
- Preferably suppliers/contractors from Region 6 is highly acknowledged.
- Sealed proposals/quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
- 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.
- Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
- Quotations through fax and email are allowed for all suppliers **outside Aklan only**.
- 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.
- Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
- Late submission of quotation shall not be accepted.
- Quotations exceeds the Approved Budget of Contract shall be disqualified.
- Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
- Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
- Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
- All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
- The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
- Payment is within FIFTEEN (15) calendar days from receipt of billing statement/charge invoice.
- Delivery period shall be based on the date stated in the approved Purchased Order (PO).
- Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
- Preferably to attached PhilGEPS Registration No., Mayor's/Business Permit, TIN Registration Certificate and the Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.
- Deadline for submission of sealed quotation is on or before **March 10, 2023 at 9:00 AM**.

Request for Quotation Form

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

PR Reference no.		2023-02-103			
Place of Delivery:		ATI-RTC VI, ASU Cmpd., Banga, Aklan			
Approved Budget of Contract (ABC):		<u>₱ 315,000.00</u>			
Schedule of Price:					
No.	QTY.	Unit	Item Description	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	210	copies	Reproduction, bookbinding and delivery of the 435 pgs Module including front and back cover, with the following specifications: Soft bound, glossy front and back cover, printed in A4 bond paper, substance 20, back to back print	₱	₱
TOTAL COST OF QUOTATION					₱

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: _____