



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

RFQ2023-081

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 Twenty Thousand Pesos Only (₱ 420,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Commissioning of Video Production Services**. 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 detailed as follows:

PR Reference	2023-031-107
Brief Description	Commissioning of Video Production Services: Video Documentation of six (6) Success Stories
Delivery Location	Banga, Aklan
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 420,000.00

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 10th March 2023 at 9:00 AM**. Interested suppliers/distributors may obtain further information from the BAC Secretariat at telephone no. (036) 267-5951.

Sgd

DIANNE D. RIVERA

Head, BAC Secretariat

TERMS AND CONDITIONS:

1. All interested bidders/contractors 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. 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.
4. Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
5. Quotations through fax are allowed for all suppliers **outside Aklan only**.
6. Late submission of sealed quotation shall not be accepted.
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/contractor 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 **March 10, 2023 at 9:00 AM**.

REQUEST FOR QUOTATION FORM

Please quote your lowest price inclusive of VAT on the items listed below and strictly follow the terms and condition stated at the first page of this form.

PR Reference no.		2023-03-107			
Approved Budget of Contract (ABC)		₱ 420,000.00			
Place of Delivery		ATI-RTC VI, Banga, Aklan			
Procurement details:					
Commissioning of the below stated services, to wit:					
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	6	lots	Video Production Services: video documentation of six (6) Success Stories Scope of work: <ul style="list-style-type: none"> ➤ Video shooting with 2-3 angles of camera ➤ good video quality with at least 1920 x 1080 video resolution ➤ can maneuver DJI Mavic Air drone ➤ can do minimal motion graphics ➤ can do color correction, if needed ➤ with voice over ➤ with good audio quality ➤ 10-15 minutes edited and packaged video ➤ up to 5 revisions only 	₱	₱
TOTAL COST OF SERVICES:					₱

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.

_____	Date: _____
Printed Name/Signature	_____
_____	Tel. No.: _____
Position	_____
_____	Fax No.: _____
Name of Company/Business	_____
_____	Email address: _____
Address	