



BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

No. RRQ2023-083

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 Six Thousand Two Hundred Pesos Only (₱ 106,200.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Provision of Quarterly Maintenance Services of 52 Air-conditioning Units**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The commissioning of the herein stated services detailed as follows:

Reference	2023-03-111
Brief Description	Provision of Quarterly Maintenance Services for the 52 Air-conditioning Units
Duration	Quarterly (Starting 2nd Quarter of 2023)
Location	Banga, Aklan
Mode of Procurment	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 106,200.00

The ATI-RTC VI now invites all prospective contractors to quote their lowest price on the herein stated services subject to the Terms and Conditions stated below and submits the same duly signed by their authorized representatives not later than **24th of March 2023 at 9:00 AM**. Interested distributors/suppliers may obtain further information from the BAC Secretariat at telephone no. (036) 267-5951 from 9:00 AM to 4:00 PM.

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.**
- This is a sealed quotation
- 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.
- Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, Ms. Dianne R. Dela Pedra.**
- Quotations through fax and email are allowed for all suppliers **outside Aklan only**.
- Late submission of sealed 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 shall be on staggered bases when receipt of billing statement/charge invoice from the first delivery of the items and full payment upon completion.
- 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.
- 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.
- 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.
- Deadline for submission of sealed quotation is on or before **March 24, 2023 at 9:00 AM**.

Request for Quotation Form

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

PR Reference nos.	2023-03-111				
Approved Budget of Contract (ABC):	₱ <u>106,200.00</u>				
Place of Delivery:	ATI-RTC VI, ASU Cmpd., Banga, Aklan				
Details of Procurement:					
Provision of Quarterly (starting 2 nd quarter of 2023) Maintenance Services of the 52 units of Air condition located at ATI-RTC VI Training Hall, Dormitory, Administrative Bldg., and 4-H Learning Hub;					
Schedule of Maintenance Services:					
Date	Type of Air condition				
	Window Type Aircon	Mounted Split Type	Floor Mounted Aircon		
2 nd Quarter	23 units	25 units	4 units		
3 rd Quarter	23 units	25 units	4 units		
4 th Quarter	23 units	25 units	4 units		
Schedule of Prices:					
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	69	units	Quarterly check-up, cleaning and maintenance services; Window Type Aircon	₱	₱
2	75	units	Mounted Split Type Aircon		
3	12	units	Floor Mounted Aircon		
TOTAL COST OF THE ITEMS:					₱

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	Date:
Position	Tel. No.:
Name of Company/Business	Fax No.:
Address	Email Address: