



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. RFQ2023-207

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **Nine Hundred Ninety-two Thousand Pesos Only (₱ 992,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Supply and Delivery of ICT Equipment**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The supply and delivery of office equipment enumerated in the hereunder lots:

PR Reference no.	2023-05-210 (Lot 2-3), 2023-05-211 & 2022-05-212 (Lot 2-3)
Brief Description	Supply and Delivery of 8 units Projector, 8 units Laptop, 8 sets Desktop Computer and 16 units Printer
Place of Delivery	Banga, Aklan
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 992,000.00

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 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 29th of May 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 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. 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. Quotations through fax and email are allowed for all suppliers **outside Aklan only**.
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 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 attach form) upon submission of sealed quotation.
19. Deadline for submission of sealed quotation is on or before **May 29, 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.

PR Reference no.		2023-05-210 (Lot 2-3), 2023-05-211 & 2022-05-212 (Lot 2-3)				
Place of Delivery		ATI-RTC VI, ASU Cmpd., Banga, Aklan				
ABC		₱ 992,000.00				
Supply and Delivery of the following items:						
Schedule of Prices:						
No.	QTY.	Unit of Measure	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)		
				Brand Model	Unit Price	Total
1	8	units	Projector <ul style="list-style-type: none"> 3,300 Ansi Lumens SVGA 3LCD Home / Business Projector White and Colour Brightness at 3,300lm Built-in Speakers (2W) Horizontal Keystone Adjuster Multi-PC Projection Ports: HDMI, VGA, RCA, S-Video, USB-A and USB-B 		₱	₱
2	8	units	Laptop <ul style="list-style-type: none"> Operating System: Windows 11 Home Processor & Chipset Processor Type: Core™ i5 Processor Model: Intel Core™ i5-1135G7 Processor Speed: 2.4 GHz Processor Speed (turbo): 4.2 GHz Processor Core: Quad-core Standard Memory: 8 GB Maximum Memory: Upgradable up to 24GB Display & Graphics Screen Size: 39.6 cm (15.6") Display Screen Technology: TFT LCD Screen Resolution: Full HD 1920 x 1080 Graphics Controller Manufacturer: Intel® Graphics Controller Model: Intel® Iris® Xe Graphics 			
3	16	units	Printer <ul style="list-style-type: none"> All-in-one ink tank Compact integrated tank design High yield ink bottles Spill-free, error-free refilling Borderless printing up to 4R 			
4	8	sets	Desktop Computer <ul style="list-style-type: none"> Desktop computer [DESKTOP PACKAGE] HP i5-4Gen 4GB to 8GB 320GB to 500GB HP 22inch LED WIDE MONITOR With ACC cpu for pc gaming cpu computer windows 10 all in one pc all in one desktop pc computer set package 			
❖ Please attach manual/specifications of all the items quoted						
TOTAL COST OF QUOTATION:						Php

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: _____