



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. RFQ2023-237

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 Twenty-five Thousand Pesos Only (₱ 125,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Supply and Delivery of Collared Shirt with Printed Logo and Text**. 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 item detailed as follows:

Purchase Request No.	2023-05-239
Brief Description	Supply and Delivery of 250 pcs Collared Shirt (printed with text & logo)
Place of Delivery	Banga, Aklan
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 125,000.00

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 29th May 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 manufacturers/suppliers are required to read and follow the terms and conditions carefully.**
- 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 be signed by the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
- Quotations through fax 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 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.
- 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 Certificate of Registration and the Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.
- Deadline for submission of sealed quotation is on or before **May 29, 2023 at 9:00 AM**.

No.: RFQ2023-237

Date: 5/24/2023

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 nos.		2023-05-239			
Approved Budget of Contract (ABC):		₱ 125,000.00			
Place of Delivery:		ATI-RTC VI, ASU Cmpd., Banga, Aklan			
Date of Delivery:		Not later than June 9, 2023			
Details of Procurement:					
Supply and delivery of the item stated below:					
Schedule of Prices:					
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	250	pcs	T-shirt with collar, printed with text and logo <ul style="list-style-type: none"> ❖ Gold color with black stripe at the collar & sleeve ❖ pique/honey-comb ❖ polyester material ❖ sizes: <ul style="list-style-type: none"> ➤ Small – 30 pcs ➤ Medium – 90 pcs ➤ Large – 100 pcs ➤ Xlarge – 30 pcs 	₱	₱
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

Position

Name of Company/Business

Address

Date: _____
Tel. No.: _____
Fax No.: _____
Email address: _____