



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. RFQ2023-299**

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **Fifty-eight Thousand Three Hundred Ninety-five Pesos Only (₱ 58,395.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Supply and Delivery of Training Supplies and Consumables**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The supply and delivery of office supplies and consumables enumerated into hereunder lots:

PR Reference no.	Lot Description	Lot No.	Approved Budget of Contract per Lot
2023-06-303 (Lot 2)	Training Supplies	1	₱ 49,355.00
2023-06-303 (Lot 5)	Consumables	2	₱ 9,040.00
	Total Approved Budget of Contract		₱ 58,395.00

The ATI-RTC VI now invites all prospective suppliers/distributors to quote their lowest price on the above stated items subject to the Terms and Conditions stated herein and submit the same duly signed by their authorized representatives not later than **28th of June 2023 at 9:00 AM**. Interested distributors/suppliers 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 bidders/suppliers are required to read and follow this terms and conditions carefully.**
- Sealed Proposals/quotations should be submitted in duplicate copies using the Official Request for Quotation Form provided below.
- 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 D. Rivera**. Email address: ati6.bac@gmail.com
- 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.
- 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) at the ATI-RTC VI, ASU Compound, Banga, Aklan.
- 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.
- PhilGEPS Registration No., Mayor's/Business Permit, TIN Certificate of Registration and Omnibus Sworn Statement (using the attached sample form) shall be submitted together with the quotation.
- Deadline for submission of sealed quotation is on or before **June 28, 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 instruction stated at the first page of this form.

PR Reference No.		2023-06-303 (Lot 2 & 5)				
Approved Budget of Contract (ABC):		₱ 58,395.00 (Lot 1-₱ 49,355.00; Lot 2-₱ 9,040.00)				
Place of Delivery:		ATI-RTC VI, Banga, Aklan				
Schedule of Delivery:		Not later than July 17, 2023				
Details of Procurement: Supply and delivery of the following items:						
Schedule of Prices:						
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)		
				Brand/Model (optional)	Unit Price	Total
1	600	pcs	Lot 1 BALLPEN, ballpoint, smooth writing, 0.5, black			
2	35	ream	BOND PAPER, A4 (210 X 297 mm), S-20, 70 gsm, Multi-purpose, 500 sheets/ream			
3	35	ream	BOND PAPER, Legal (8. 1/2" x 13"), S-20, 70 gsm, Multi-purpose, 500 sheets/ream			
4	600	set	ID Jacket with Sling, A2, Landscape			
5	80	pack	SPECIALTY PAPER, A4, 200gsm, 10pcs/pack, Pale Cream, Laser & Inkjet Compatible			
6	30	pack	PHOTO PAPER, Glossy, Legal (8 1/2" x 13"), 20 sheet/pack			
7	10	box	BINDER CLIP, Backfold, 1", 12 pcs/box			
8	5	box	STAPLE WIRE, Heavy Duty, 1000 staples/box			
9	5	box	PAPER CLIP, Big (50 mm), Vinyl Coated, 100s /box			
10	5	box	PAPER CLIP, Small (50 mm), Vinyl Coated, 100s /box			
11	20	pc	ENVELOPE, Plastic w/handle, Long, assorted color			
12	20	pc	ENVELOPE, Expanding, Long with tie			
13	20	pc	FOLDER, Legal size documents, White, 14 pts			
14	10	roll	TAPE, Packing, 2", 100m			
15	3	pc	ARCH FILE, 3", Side Clip			
16	3	box	FILING BOX, with cover			
17	20	pc	MARKER (Pentel Pen), Permanent, broad, black			
18	20	pc	MARKER, Whiteboard, broad, black			
19	5	bot	ALCOHOL, Isopropyl, 500 mL, Antiseptic Disinfectant w/Moisturizer, 70% solution			

20	150	bot	ALCOHOL, Isopropyl, 60 mL, Antiseptic Disinfectant w/Moisturizer, 70% solution			
21	5	box	FACE MASK, Surgical/Disposable, 3 ply, 50 pcs/box			
			Sub-total			
22	1	pc	Lot 2 Hard Drive, 1TB			
23	9	pc	OTG Flash Drive, 32GB			
			Sub-total			
TOTAL COST OF SUPPLIES AND CONSUMABLES						₱

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: _____