



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. RFQ2023-301**

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 Eighty Thousand Pesos Only (₱ 180,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Supply and Delivery of Customized Tote Bag**. 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 are detailed as follows:

Reference	<b>2023-06-303 (Lot 3)</b>
Name of Project	<b>Supply and Delivery of 600 pcs Customized Tote Bag Printed with CFIDP Logo</b>
Date of Delivery	<b>Not later than July 17, 2023</b>
Location of Delivery	<b>Banga, Aklan</b>
Mode of Procurement	<b>Negotiated Procurement-Small Value Procurement</b>
Approved Budget for the Contract (ABC)	<b>Php 180,000.00</b>

The ATI-RTC VI now invites all prospective suppliers/distributors to quote their lowest price on the supply and delivery of the above stated items subject to the Terms and Conditions stated below and submits the same duly signed by their authorized representatives not later than **27<sup>th</sup> of June 2023 at 9:00 AM**. Interested distributors/suppliers may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786 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.**
- Suppliers from Region 6 is preferred for easy after sales communication.
- 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](mailto:ati6.bac@gmail.com).
- Quotations through fax are allowed for all suppliers **outside Aklan only**.
- Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
- 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 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 27, 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.

<i>PR Reference no.:</i>		<b>2023-06-303 (Lot 3)</b>			
<i>Approved Budget of Contract:</i>		<b>₱ 180,000.00</b>			
<i>Place of Delivery:</i>		<b>ATI-RTC VI, Banga, Aklan</b>			
<i>Schedule of Delivery:</i>		<b>Not later than July 17, 2023</b>			
<b><i>Details of Procurement:</i></b>					
<b>Supply and Delivery of the following items:</b>					
<b><i>Schedule of Prices:</i></b>					
No.	QTY.	Unit of Measure	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	<b>600</b>	<b>pcs</b>	<b>High Quality Tote Bag</b> <ul style="list-style-type: none"> <li>with CFIDP logo</li> <li>Color: white</li> <li>LxHxW= 14x16x3</li> <li>Expandable with zipper</li> <li>Canvass material</li> </ul> <p>*Please see attached sample design</p>		
<b>TOTAL COST OF QUOTATION:</b>					<b>Php</b>

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: \_\_\_\_\_

