



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. RRQ2023-430

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **Ninety-eight Thousand Pesos Only (₱ 98,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Hiring of Siphoning Services**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The hiring of the herein stated services detailed as follows:

Reference	2023-08-420 (Lot 2)
Brief Description	Hiring of Siphoning Services
Date of Delivery	3rd Week of August 2023
Location	ATI-RTC VI Training Hall & Dormitory, ASU Cmpd., Banga, Aklan
Mode of Procurment	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 98,000.00

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 **8th of August 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
VIANNEY T. OJERIO
BAC, Vice-chairperson

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 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 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 **August 8, 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.		2023-08-420 (Lot 2)			
Approved Budget of Contract (ABC):		₱ <u>98,000.00</u>			
Place of Delivery:		ATI-RTC VI Training Hall & Dormitory, ASU Cmpd., Banga, Aklan			
Date of Delivery:		3rd week of August 2023			
Schedule of Prices:					
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	14	truck	Hiring of Siphoning Services	₱	₱
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.: _____

Fax No.: _____

Name of Company/Business

Email Address: _____

Address