



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. RFQ2023-438**

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 **Reproduction Services of CFIDP Brochure and Briefer**. 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 services detailed as follows:

PR Reference no.	<b>2023-08-424</b>
Brief Description	<b>Reproduction Services: 3,700 copies CFIDP Brochure and 3,500 copies CFIDP Briefer</b>
Place of Delivery	<b>ATI-RTC VI, ASU Cmpd., 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 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 above stated services 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 14<sup>th</sup> August 2023 at 9:00 AM**. Interested suppliers/distributors may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786.

**Sgd**  
**VIANNEY T. OJERIO**  
BAC, Vice-chairperson

#### **TERMS AND CONDITIONS:**

1. All interested distributors/suppliers are required to read and follow the terms and conditions carefully.
2. Preferably suppliers/contractors from Region 6 is highly acknowledged.
3. Sealed proposals/quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
4. 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).
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. Quotations through fax and email are allowed for all suppliers **outside Aklan only**.
7. 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.
8. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
9. Late submission of quotation shall not be accepted.
10. Quotations exceeds the Approved Budget of Contract shall be disqualified.
11. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
12. **Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
13. Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
14. All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
15. The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
16. Payment is within FIFTEEN (15) calendar days from receipt of billing statement/charge invoice.
17. Delivery period shall be based on the date stated in the approved Purchased Order (PO).
18. Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
19. Preferably to attached PhilGEPS Registration No., Mayor's/Business Permit, TIN Registration Certificate and the Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.
20. Deadline for submission of sealed quotation is on or before **August 14, 2023 at 9:00 AM**.

## Request for Quotation Form

Please quote your lowest price inclusive of VAT on the listed services below and strictly follow the instruction stated on the first page of this form.

<b>PR Reference no.</b>		<b>2023-08-424</b>			
<b>Place of Delivery:</b>		<b>ATI-RTC VI, ASU Cmpd., Banga, Aklan</b>			
<b>Approved Budget of Contract (ABC):</b>		<b><u>₱ 180,000.00</u></b>			
<b>Schedule of Price:</b>					
No.	QTY.	Unit	Item Description	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	3,700	copies	Reproduction services of the following IEC Materials: <b>CFIDP Brochure</b> <b>Specifications:</b> cover: cas # 160lbs inside page – Book # 170lbs size: 5 ½ x 8 ½ inches Print output: full color	₱	₱
2	3,500	copies	<b>CFIDP Briefer</b> <b>Specifications:</b> cover: cas # 160lbs inside page – Book # 170lbs size: 5 ½ x 8 ½ inches Print output: full color		
<b>TOTAL COST OF QUOTATION</b>					<b>₱</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	Date: _____
Position	Tel. No.: _____
Name of Company/Business	Fax No.: _____
Address	Email Address: _____