



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. RFQ2023-442

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 Fifteen Thousand Pesos Only (₱ 115,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Supply and Delivery of ICT Equipment**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The supply and delivery of office equipment enumerated in the hereunder lots:

PR Reference no.	2023-08-419a
Brief Description	Supply and Delivery of 2 units Laptop and 1 set Desktop Computer
Place of Delivery	Banga, Aklan
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 115,000.00

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 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 21st of August 2023 at 9:00 AM**. Interested suppliers/distributors may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786.

Sgd
RODEL R. LEYSON
BAC Chairperson

TERMS AND CONDITIONS:

1. All interested distributors/suppliers are required to read and follow the terms and conditions carefully.
2. Sealed proposals/quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
3. 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.
4. Quotations through fax and email are allowed for all suppliers **outside Aklan only**.
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. Late submission of sealed quotation shall not be accepted.
7. Quotations exceeds the Approved Budget of Contract shall be disqualified.
8. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
9. **Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
10. Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
11. All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
12. The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
13. Payment is within FIFTEEN (15) calendar days from receipt of billing statement/charge invoice.
14. Delivery period shall be based on the date stated in the approved Purchased Order (PO).
15. Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
16. 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.
17. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
18. Preferably to attached PhilGEPS Registration No., Mayor's/Business Permit, Latest Income Tax Return and Omnibus Sworn Statement (using the attach sample form) upon submission of sealed quotation.
19. Deadline for submission of sealed quotation is on or before **August 21, 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.

PR Reference no.	2023-08-419a					
Place of Delivery	ATI-RTC VI, ASU Cmpd., Banga, Aklan					
ABC	₱ 115,000.00					
Supply and Delivery of the following items:						
Schedule of Prices:						
No.	QTY.	Unit of Measure	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)		
				Brand Model	Unit Price	Total
1	2	units	Laptop <ul style="list-style-type: none"> Operating System: Windows 11 Home Processor & Chipset Processor Type: Core™ i5 Processor Model: Intel Core™ i5-1135G7 Processor Speed: 2.4 GHz Processor Speed (turbo): 4.2 GHz Processor Core: Quad-core Standard Memory: 8 GB Maximum Memory: Upgradable up to 24GB Display & Graphics Screen Size: 39.6 cm (15.6") Display Screen Technology: TFT LCD Screen Resolution: Full HD 1920 x 1080 Graphics Controller Manufacturer: Intel® Graphics Controller Model: Intel® Iris® Xe Graphics 		₱	₱
2	1	set	Desktop Computer <ul style="list-style-type: none"> Processor: i5 4th Generation RAM: 4GB to 8GB Storage: 320GB to 500GB Operating System: Windows 10 Monitor: 22inch width (LED) With accessories: keyboard, mouse, AVR 			
❖ Please attach manual/specifications of all the items quoted						
TOTAL COST OF QUOTATION:						Php

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.

_____	Date: _____
Printed Name/Signature	_____
_____	Tel. No.: _____
Position	_____
_____	Fax No.: _____
Name of Company/Business	_____
_____	Email Address: _____
Address	