



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. RFQ2023-446**

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 Six Hundred Twenty-five Pesos Only (₱ 180,625.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Hiring of Security Services**. 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>2023-08-431</b>
Brief Description	<b>Hiring of Security Services from August 25, 2023 to December 31, 2023</b>
Location/Site	<b>Banga, Aklan</b>
Mode of Procurement	<b>Negotiated Procurement-Small Value Procurement</b>
Approved Budget for the Contract (ABC)	<b>Php 180,625.00</b>

The ATI-RTC VI now invites all prospective medical clinic/diagnostic clinics to quote their lowest price on the above stated services being requested subject to the Terms and Conditions stated herein and submit the same duly signed by their authorized representatives not later than **21<sup>st</sup> August 2023 at 9:00 AM**. Interested bidders may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786.

**Sgd**  
**RODEL R. LEYSON**  
BAC, Chairperson

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

- All interested bidders/providers are required to read and follow the terms and conditions carefully.**
- 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).
- 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 be considered for evaluation.
- Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.
- Sub-contract is not allowed. Medical services shall be provided all by one (1) supplier/contractor only.
- The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
- Price quotations are valid THIRTY (30) calendar days from the declaration of winning bidder/supplier.
- All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order.
- Payment is within THIRTY (30) calendar days from the issuance of Certificate of Completion and billing statement.
- Effectivity date shall be stated in the Purchase Order.
- Quotations should be inserted on sealed envelopes with signature of bidder/provider 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.
- Please provide the following eligibility documents: PhilGEPS Registration Number/PhilGEPS Certificate of Registraion, Business Permit, TIN Certificate of Registration and **Omnibus Sworn Statement** (using the attached sample form) upon submission of quotation).
- Deadline for submission of sealed quotation is on or before **August 21, 2023 at 9:00 AM**.

### REQUEST FOR QUOTATION

Please quote your lowest price inclusive of VAT on the hereinafter listed services and strictly follow the Terms and Conditions stated at the first page of this form.

<i>Purchase Request No.</i>		2023-08-431			
<i>Approved Budget of Contract (ABC)</i>		₱ 180,625.00			
<i>Place of Delivery</i>		ATI-RTC VI, Banga, Aklan			
<i>Schedule of Prices:</i>					
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
<b>Hiring of Security Services from August 25, 2023 to December 31, 2023:</b>					
1	4.25	months	<b>One (1) security personnel during weekdays from Monday to Friday (including holidays)</b> Duty time: 5:01 PM to 8:00 AM (15 hrs shift with night duty)	₱	₱
2	4.25	months	<b>One (1) security personnel during weekends (daytime)</b> Duty time: 8:01 AM to 8:00 PM (12 hrs shift)		
3	4.25	months	<b>One (1) security personnel during weekends (night time)</b> Duty time: 8:01 PM to 8:00 AM (12 hrs shift)		
<b>* Please see attached requirements and duties and responsibilities</b>					
<b>TOTAL COST OF QUOTATION</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: _____