



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
**Regional Training Center VI**  
ASU Compound, Banga, Aklan  
Tel No. (036)267-5951; Telefax (036)267-6786  
<https://ati2.da.gov.ph/ati-6>

## BIDS AND AWARDS COMMITTEE

### REQUEST FOR QUOTATION

No. RFQ2023-518

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-four Thousand Eight Hundred Pesos Only (₱ 94,800.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Procurement of Information Technology & Communication (ICT) Equipment**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The procurement of above stated item are detailed below:

PR Reference no.	<b>2023-09-481 (Lot 1) &amp; 2023-09-482 (Lot 1)</b>
Brief Description	<b>Procurement of Information Technology &amp; Communication Equipment (6 units Mobile Phone &amp; 6 pcs Home Prepaid WiFi Modem)</b>
Delivery	<b>Banga, Aklan</b>
Mode of Procurement	<b>Negotiated Procurement-Small Value Procurement</b>
Approved Budget for the Contract (ABC)	<b>Php 94,800.00</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 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 26<sup>th</sup> of September 2023 at 9:00 AM**. Interested suppliers/distributors may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786.

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.
- This is an open quotation.
- Proposals/Quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
- 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**.
- Late submission of quotation shall not be accepted.
- Quotations through fax and email are allowed for all suppliers **outside Aklan only**.
- 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.
- To attached PhilGEPS Registration No./Certificate of Registration, Mayor's/Business Permit, TIN Certificate of Registration and Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.**
- Deadline for submission of quotation is on or before **September 26, 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.

<b>PR Reference no.</b>		<b>2023-09-481 (Lot 1) &amp; 2023-09-482 (Lot 1)</b>				
<b>ABC</b>		<b>₱ 94,800.00</b>				
<b>Place of Delivery</b>		<b>ATI-RTC VI, ASU Cmpd., Banga, Aklan</b>				
<b>Schedule of Prices:</b>						
No.	QTY.	Unit of Measure	Item	Suppliers/Bidders Portion (Must indicate brand/model, unit and total price quotation)		
				Brand/ Model	Unit Price	Total
1	6	units	<b>Mobile Phone</b> <ul style="list-style-type: none"> <li>Processor: MediaTek Helio/ Qualcomm Snapdragon</li> <li>RAM: 8GB</li> <li>Storage: 128GB, 256GB</li> <li>Camera: 40-50MP, Triple/Double Rear Cameras</li> <li>OS: Android 13</li> <li>Battery: 5000 mAh</li> </ul>			
2	6	pcs	<b>Home Prepaid WiFi Modem</b> <ul style="list-style-type: none"> <li>Network: up to 4G/5G</li> <li>WiFi Band: 2.4GHz, 5GHz</li> <li>Connectivity: up to 10 devices</li> <li>Power adapter, LAN cable</li> <li>With free simcard and load data</li> </ul>			
<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: \_\_\_\_\_