



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. RFQ2023-525

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 Fifty Thousand Pesos Only (₱ 150,000.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Commissioning of Printing Services and Delivery of Wall Calendar**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The supply and delivery of printing services detailed as follows:

PP Reference No.	2023-09-484
Brief Description	Commissioning of Printing Services and Delivery of 3000 pcs. Wall Calendar with Metal Hanger
Place of Delivery	Banga, Aklan
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 150,000.00

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 all 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 **2nd October 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:

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 you may email it to ati6.bac@gmail.com, provided that the original documents shall still be submitted through courier.
4. Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
5. Late submission of sealed quotation shall not be accepted.
6. Quotations exceeds the Approved Budget of Contract shall be disqualified.
7. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
8. **Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
9. Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
10. All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
11. Delivery period shall be based on the date stated in the approved Purchased Order (PO).
12. Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
13. Payment is within FIFTEEN (15) calendar days from the completion of delivery and receipt of billing statement/charge invoice.
14. Quotations through fax are allowed for all suppliers **outside Aklan only**.
15. 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.
16. Quotations must be written clearly.
17. **Please attached PhilGEPs Registration No./PhilGEPs Certificate of Platinum Registration, Mayor's/Business Permit, Tax Identification Number and Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.**
18. Deadline for submission of sealed quotation is on or before **October 2, 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 on the first page of this form.

Purchase Request No.		202e-09-484			
Approved Budget of Contract (ABC)		₱ 150,000.00			
Place of Delivery:		ATI-RTC VI Banga, Aklan			
Detail of Procurement:					
Commissioning of Printing Services and Delivery of the below stated item:					
No.	QTY.	Unit	Item	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	3000	pcs	Wall Calendar with Metal Hanger Hook Pages: 6 leaves (2 months/leaf) Size: 18" x 24" Paperstock: bookpaper #40 Colors: Full color all pages Process: 4-color printing offset Calendar template with dates (soft copy) to be provided by printer Inclusive of packing and wrapping [50 pieces per pack in brown wrapping paper; with label per pack; individual full wrap (1 wrap/pc)] and delivery to end user. Prototype must be approved first before mass production. Prototypes will be sent to ATI for approval. Copies must be delivered upon approval of the prototype 30 calendar days from the approval of the prototype. Expenses of the printing press also include transportation and delivery cost to the stations.	₱	
TOTAL COST OF QUOTATION					₱

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: _____