



Republic of the Philippines

Department of Agriculture

AGRICULTURAL TRAINING INSTITUTE

Regional Training Center VI

ASU Compound, Banga, Aklan 5601

Tel. No.: (036) 267-6785/5951 Fax No. (036) 267-6786

E-mail: rtc6.dcc@ati.da.gov.ph

URL: <http://www.ati.da.gov.ph/ati-6>; www.e-extension.gov.ph

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

No. RFQ2023-699

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **Two Hundred Fifty-four Thousand Four Hundred Pesos Only (₱ 254,400.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Printing Services and Delivery of CFIDP IEC Materials**. 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.	2023-12-590
Brief Description	Printing Services: 70 copies Coconut Specialist Course Handbook (168 pgs) & 50 copies GAP for Coconut Facilitator's Guide Hand-outs (80 pgs)
Place of Delivery	ATI-RTC VI, ASU Cmpd., Banga, Aklan
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 254,400.00

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 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 11th December 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

Vice-chairperson, BAC

TERMS AND CONDITIONS:

- All interested distributors/suppliers are required to read and follow the terms and conditions carefully.
- Preferably suppliers/contractors from Region 6 is highly acknowledged.
- 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.
- 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 and email are allowed for all suppliers **outside Aklan only**.
- 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.
- Late submission of 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 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.
- To attached PhilGEPS Registration No./PhilGEPS Certificate of Registration, Mayor's/Business Permit, TIN Registration Certificate and Omnibus Sworn Statement (using the attached sample form) upon submission of quotation.**
- Deadline for submission of sealed quotation is on or before **December 11, 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.

PR Reference no.		2023-12-590			
Place of Delivery:		ATI-RTC VI, ASU Cmpd., Banga, Aklan			
Date of Delivery		Within 15 days upon issuance of Purchase Order			
Approved Budget of Contract (ABC):		<u>₱ 254,400.00</u>			
Schedule of Price:					
No.	QTY.	Unit	Item Description	Suppliers/Bidders Portion (Must indicate both unit and total price quotation)	
				Unit Price	Total
1	70	copies	For Printing Services & Delivery of the following: Coconut Specialist Course (ISBN) (168 pgs.) Specifications: size: A4 (Folded size) stocks: Book 80 Process: Digital colors: Full color all pages Binding: Perfect binding Finish: Matte	₱	₱
2	50	copies	GAP for Coconut-Facilitator's Guide (80 pgs.) Specifications: size: A4 (Folded size) stocks: Book 80 Process: Digital colors: Full color all pages Binding: Perfect binding Finish: Matte		
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

Position

Name of Company/Business

Address

Date: _____

Tel. No.: _____

Fax No.: _____

Email Address: _____