Republic of the Philippines
Department of Agriculture
**BUREAU OF ANIMAL INDUSTRY**
5 Visayas Avenue, Barangay Vasra, Quezon City 1128
(+632)8528-2240 director@bai.gov.ph www.bai.gov.ph @bai.gov.ph

January 31, 2024
Date

# REQUEST FOR QUOTATION
# SMALL VALUE PROCUREMENT

## INSTRUCTION:

1. Bidders are required to read the instructions and fill all the blanks properly, Prospective Bidders/Suppliers are required to use this official canvass form in accomplishing their bid proposals/quotation.
2. Any specifications other than those required/stated in this form shall not be considered in their evaluation of bid.
3. Quotation must be the lowest price(s), taxes included for the item(s) services listed hereunder including delivery charges.
4. Always indicate the brand name of the offered items (s) or product.
5. Price quotation(s) submitted shall be valid for ONE HUNDRED TWENTY DAYS (120) days reckoned from the deadline for submission of quotations.
6. Terms of payment-Thirty (30) days from delivery of items(s)
7. **Only sealed quotations shall be considered by BAC. The Bidders/Suppliers or Authorized Representative shall indicate on the envelope the RFQ Number and the company name of the bidder/supplier.**
8. Awarding shall be done by **LOT /CATEGORY** only.
9. Delivery and/or Installation Period: 60 working days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS — February 5, 2024 (Date) — 4:00 PM (Time)

PR No. **ASF 2024-01-030** — End-user: **REINA LAUREN R. CUENTA, DVM** — ABC: **400,000.00**

| Qty. | Unit | Item/Description | ABC (PhP) | Offered brand | Unit price | Total cost |
|---|---|---|---|---|---|---|
| **400** | **pack** | **Microcentrifuge tubes 1.5ml** | **400,000.00** | | | |
| | | **Polypropylene, clear, sterile** | | | | |
| | | **clear, snaplock cap** | | | | |
| | | **(pack of 500)** | | | | |
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| | | **Delivery Period: 60 working days** | | | | |
| | | **Place of delivery: ADDRL-Virology Unit** | | | | |
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**LHEAN A. MINAYA**
G-EPS Posted

**RENE C. SANTIAGO, DVM, MSc.**
Chair, Bids and Awards Committee

CANVASSER'S CERTIFICATION

This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for the Bureau of Animal Industry.

(Signature Over Printed Name)
Authorized Canvasser

The BAI Bids and Awards Committee (BAC)
Visayas Avanue, Diliman, Quezon City

Sir/Madam:

In connection with the above request, I/We hereby submit our quotation indicated above. I/We have carefully read and fully understand the minimum requirements and agree to furnish and/or effect delivery in conformity with specifications any or all said articles/services described above from receipt of Purchase Order.

Signature Over Printed Name | Name of Company | Tax Identification Number

Telephone Number(s) | Address | (To be filled by Supplier) Date accomplished

**Mandatory Requirements for submission:**

✓ Mayor's Permit (Updated)
✓ PhilGEPS Registration/Certificate (Updated)
✓ Income Tax Return (for ABCs above P500k)
✓ Omnibus Sworn Statement (For ABCs above P50K) (Unnotarized OSS may be submitted provided that the notarized OSS shall be submitted prior to issuance of Notice of Award.