



January 25, 2024
 Date

**REQUEST FOR QUOTATION
 SMALL VALUE PROCUREMENT**

INSTRUCTION:

- 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.
- Any specifications other than those required/stated in this form shall not be considered in their evaluation of bid.
- Quotation must be the lowest price(s), taxes included for the item(s) services listed hereunder including delivery charges.
- Always indicate the brand name of the offered items (s) or product.
- Price quotation(s) submitted shall be valid for ONE HUNDRED TWENTY DAYS (120) days reckoned from the deadline for submission of quotations.
- Terms of payment-Thirty (30) days from delivery of items(s)
- 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.**
- Awarding shall be done by **LOT /CATEGORY** only.
- Delivery and/or Installation Period: 30 calendar days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS

January 30, 2024

4:00 PM

ASF 2024-

PR No. **01-025**

End-user: **JANICE S. GARCIA, DVM**

ABC: **341,000.00**

Date

Time

Qty.	Unit	Item/Description	ABC (PhP)	Offered brand	Unit price	Total cost
		Promotional Items for ASF Campaign				
1,000	pcs	Customized Notebook	250,000.00			
		2 Side Print Spring Notebook				
		Cover Paper: Printed on front and back cover, laminated finish				
		Inside Pages: lined loose leaf paper				
		Binding: Spiral bound				
		Size: A5 (14.8*21cm), 80 pages				
		Should be inside a plastic packed presentably				
1,000	pcs	Customized Ballpen	70,000.00			
		Casing material: moulded Super Pig Character with BAI Logo Print on the Back				
		Print: #NASFPCP				
		Writing Color: 500pcs. Blue, 500pcs black				
		Pen needle: 0.5mm				
		Non-erasable				
		Should be inside a plastic packed presentably				
500	pcs	Customized Bag Tag	21,000.00			
		Front Design: Super Pig				
		Back Design: personal information				
		Main Material: Soft PVC				
		Item Height: about 98.6mm				
		Item Width: about 66.8mm				
		Travel Accessories: Luggage tags				
		Packaging: should be attached to cardboard with plastic				
		PLEASE SEE ATTACHED FILE FOR DETAILED SPECIFICATION				
		Place of Delivery: BAI Compound				
		Delivery Period: 30 calendar days				

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 Avenue, 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) | ✓ Income Tax Return (for ABCs above P500k) |
| ✓ PhilGEPS Registration/Certificate (Updated) | ✓ 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. |