



October 26, 2023
 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 days upon receipt of Notice to Proceed

DEADLINE FOR SUBMISSION OF BIDS

November 3, 2023 4:00 PM
 Date Time

ASF 2023-

PR No. 09-172 (2) End-user: SAMUEL JOSEPH M. CASTRO, DVM, MVPH ABC: 75,000.00

Qty.	Unit	Item/Description	ABC (Php)	Offered brand	Unit price	Total cost
250	pcs	Table Calendar	50,000.00			
		Size and Dimensions: 8.5" x 5.5" (landscape format)				
		Material: 150gsm Glossy Paper and Cardstock Paper				
		Binding: Wire-O (Long Edge) on top				
		Printing and Finishing: Laser Printing and Full-color printing with CMYK color mode				
		Pages: 26 (includes cover)				
		Packaging: Shrink-wrapped per calendar				
		Other: with Built-in-Stand				
		(please see attached Layout)				
250	packs	Envelope Folder	25,000.00			
		Size and Dimensions: Approx 30.5 x 24cm / 12 x 9.45 inch (Suitable for filling up to legal sized papers and durable folder enough to carry it)				
		Material: Polypropylene folders, moisture resistant, tear resistant, water resistant				
		Others: Side semi-circular opening design, thumb to open the folder from the top and side				
		(please see attached Layout)				
		NOTE:				
		Place of Delivery: BAI, Central Office				
		Delivery Period: 30 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)
- ✓ 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.