PhilGEPS Philippine Government Electronic Procurement System — Central Portal for Philippine Government Procurement Oppurtunities

Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number	13251116
Procuring Entity	CITY OF BATAC, ILOCOS NORTE
Title	PURCHASE OF SEEDLING TRAY FOR RICE FOR DISTRIBUTION TO FARMERS (RSBSA REGISTERED FARMERS)
Area of Delivery	Ilocos Norte

Solicitation Number:	RFQ-2026-09-21-02
Trade Agreement:	Implementing Rules and Regulations
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 34)
Classification:	Goods
Category:	Plastic Products
Approved Budget for the Contract:	PHP 499,800.00
Delivery Period:	20 Day/s
Client Agency:	
Contact Person:	MARLON F SORIA BAC CHAIRMAN Brgy. # 1-S Valdez Batac Ilocos Norte Philippines 2906 63-77-6706433 bacbataccity@gmail.com

Status	**Active**
Associated Components	1
Bid Supplements	0
Document Request List	0
Date Published	21/09/2026
Last Updated / Time	21/09/2026 00:00 AM
Closing Date / Time	25/09/2026 11:00 AM

Description

Please see attached associated components and or visit procurement.batac.gov.ph

Created by	Christine Mae M. Bayanggos
Date Created	20/09/2026

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Republic of the Philippines
Province of Ilocos Norte
CITY OF BATAC

BAC COPY

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION

Date: 21 SEPTEMBER 2026
RFQ No.: 2026-RFQ-09-21-02

Company/Business Name: _____

Address: _____

Business/Mayor's Permit No.: _____

TIN: _____

PhilGEPS Registration Number ***(required)***: _____

The CITY GOVERNMENT OF BATAC, through its BIDS AND AWARDS COMMITTEE (BAC), intends to procure **"PURCHASE OF SEEDLING TRAY FOR RICE DISTRIBUTION TO FARMERS (RSBSA REGISTERED FARMERS)"** –Small Value Procurement of the 2025 revised Implementing Rules and Regulations of Republic Act No.12009.

Please submit your duly signed quotation addressed to the Bids and Awards Committee (BAC) Chairperson and to the given address below, on or before **11:00 AM of 25 SEPTEMBER 2026** subject to the compliance with the Terms and Conditions provided on this Request for Quotation (RFQ):

MARLON F. SORIA
Chairperson, Bids and Awards Committee
City Government of Batac
Telephone No.: 670-6433 (BAC)
Email: bacbataccity@gmail.com

Interested service provider shall also submit a copy of the following documents and along with the quotation on or before the above specified deadline of submission of quotation:

a. **Proof of PHILGEPS Registration**
b. **Mayor's Permit**
c. **Omnibus Sworn Statement and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.
d. **Latest Income/ Business Tax Return**

The Head of the Procuring Entity (HoPE) of the CGB- **BIDS AND AWARDS COMMITTEE (BAC)** reserves the right to reject any and all quotations, declare a failure of procurement, or not award the contract at any time prior to contract award in accordance with Sections 64 and 70 of the 2025 revised IRR of RA No.12009, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact the BAC Secretariat at 670-6433 (BAC) or send email to bacbataccity@gmail.com.

By the Authority of the Bids and Awards Committee:

_____
Position: _____

Date: _____

INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

(1) Do not alter the contents of this form in any way.

(2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there will be discrepancies. In this case, provisions in the RFQ shall prevail.

(3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.

(4) Quotations may be submitted through electronic mail at bacbataccity@gmail.com.

(5) Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **SIXTY (60) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the CGB- BIDS AND AWARDS COMMITTEE (BAC)shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The delivery is within 20 calendar days.
9. The item/s shall be delivered according to the accepted offer of the bidder.
10. Proof of PHILGEPS Registration, Mayor's Permit and Income/business tax return and Omnibus Sworn s Statement shall be attached upon submission of the quotation.
11. Item/s delivered shall be inspected on the scheduled date and time of the CGB- BIDS AND AWARDS COMMITTEE (BAC). The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
12. Payment shall be made after delivery and upon the submission of the required supporting documents, *i.e.*, Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
13. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CGB- BIDS AND AWARDS COMMITTEE (BAC)may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
14. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its 2025 revised IRR.
15. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PURCHASE OF SEEDLING TRAY FOR RICE DISTRIBUTION TO FARMERS (RSBSA REGISTERED FARMERS)				
Minimum Technical Specifications	**Quantity**	**Unit of Issue**	**Offered Technical Specification/ Service/ Unit Cost**	**Statement of Compliance** ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected.				
PURCHASE OF SEEDLING TRAY FOR RICE DISTRIBUTION TO FARMERS (RSBSA REGISTERED FARMERS)	**ONE (1) LOT**			
1. SEEDLING TRAY FOR RICE, 30 CM X 60 CM (PLASTIC)	**3,332**	**PC**		
*****NOTHING FOLLOWS*****				

FINANCIAL OFFER:

Terms of Payment:

Payment shall be made through Land Bank's LDDAP-ADA/Bank Transfer facility, within thirty (30) days after receipt of billing. In case of accounts maintained in other bank, bank transfer fees shall be chargeable against the creditor's account.

Payment Details:

Banking Institution: _____
Account Number: _____
Account Name (should be the exact account name as registered in the bank):

_____
Bank Branch: _____

PURCHASE OF SEEDLING TRAY FOR RICE DISTRIBUTION TO FARMERS (RSBSA REGISTERED FARMERS)	
Approved Budget for the Contract	**Total Offered Quotation (Inclusive of VAT)**
Four Hundred Ninety-Nine Thousand Eight Hundred and 50/100 Pesos **(Php. 499,800.00)**	**In words:** **In figures**:

_____
Signature over Printed Name

_____
Position/Designation

_____
Office Telephone/Fax/Mobile Nos.

_____
Email address/es