



REQUEST FOR QUOTATION

RFQ NO: 2023-11-173

Very truly yours;

Approved Budget Of Contract: P 55,500.00

PURPOSE: Catering Services for the conduct of Field Monitoring of ATI-Central Office on December 11-13, 2023 at ATI-RTC 02, Malasin, San Mateo, Isabela

- ☒ Mayor's /Business Permit
- ☒ Income Tax Return
- ☒ Notarized Omnibus Sworn Statement
- ☒ Philgeps Registration Number/Red Membership Certificate of Sole Distributorship

LBP Acct # _____

I hereby certify that I am in the position to furnish the above article(s), service(s) at the prices and in quantities as called for except as I have indicated.
The articles are available in our stock for immediate delivery to the Agricultural Training Institute, Region 2, Malasin San Mateo, Isabela.

MODEL: _____
DELIVERY PERIOD: 3 days upon receipt of Purchased Order
WARRANTY PERIOD: _____
PRICE VALIDITY: _____

CANVASSED BY: _____
DATE: _____

Signature Over printed Name of proprietor/
Manager or Authorized Representative

For further information please contact:

Ms. Honeylet S. Ramiento
Procurement Unit
Contact #: 09265763832

Business Address

Technical Specifications

- A. Serving : Buffet
- B. Shall include atleast:
 - *2 Proteins (Pork, beef, chicken, Fish), Tilapia: either fried or sinigang, serving should be 1 whole per pax (5-6 per kilo)
 - * Avoid frozen fish (Bangus: serving must be 3-part of half-kilo per piece, Tinapa: 1 whole piece big galunggong, Tapa, Shrimps, 3-pc per serving (big size),
 - * Meat (Pork, Beef and Chicken with more lean meat and less fat)
 - * Vegetable dish
 - * Plain & Unlimited rice
 - * soup
 - * Beverages: Serve variety of drinks (coffee, choco, tea)
 - * Dessert: Avoid candies and chocolates Serve variety of fruits, not only banana
 - * Juices: Should be natural fruit juices, avoid instant juices, Preferably in can
 - * Each snack shall include the following: Traditional Filipino delicacy,noodles or sandwiches
 - * Breakfast, Lunch and Dinner are to be served with side dishes/Appetizers / fresh fruits
 - * Beverages: Serve variety of drinks (coffee, choco, tea)
- C. Menu to be coordinated by the project officer prior to the activity
- D. Inclusion of flowing coffee, sugar,creamer and hot and cold water stationed in the venue
- E. Staggared delivery of the food base on the order of the end user; the services provider must deliver the meals on the proposed time of the required service
- F. Must be delivered in the site of the program: **ATI-RTC 02, MALASIN, SAN MATEO, ISABELA**
- G. Scheduled date and venue of activities may be changed depending on the situation.
- H. Propective supplier must have a satisfactory rating feedback from previous contract with ATI or must not been complained of any unsatisfactory service(s)
- I.The service provider must have business address or restaurant in **SAN MATEO, ISABELA** to maintain the freshness and good quality of the food to be serve
- J. Delivery Schedule
100% delivery upon the notice of delivery by the end-user/ procuring entity.

SCHEDULE OF REQUIREMENTS		
QUANTITY	ITEM DESCRIPTION	DELIVERY SCHEDULE
	FIELD MONITORING	December 11-13,2023 at ATI-RTC 02, MALASIN. SAN MATEO, ISABELA

GENERAL CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders shall quote in lot.
3. Price quotation/s must be valid for a period of thirty (30) calendar days from the date 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. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The ATI-RTC 02 shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the ATI-RTC 02 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.
11. 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 contractor. Our Government Servicing Bank, i.e. the Land Bank of the Philippines, shall credit the amount due to the contractor's identified bank account not earlier than twenty-four (24) hours, but not later than forty-eight (48) hours, upon receipt of advice. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's account.
12. 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 ATI-RTC 02 shall rescind 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.