



Request for Quotation/ Submission of Proposal (Under Rule XVI Alternative Methods of Procurement [Sec 53.9] Small Value Procurement)

End-User: REINALYN C. GULEN

PR Number: 202402042

PR Date:

RFQ Number: 202402040

RFQ Date: FEB 26 2024

RFQ Sheet Number:

Please quote your lowest price on the item/s listed below, subject to the General Instructions below setforth, stating the shortest time of delivery.

ELSA R. VICTORIA  
BAC Chairman

**GENERAL INSTRUCTIONS TO BIDDERS:**

- Bidders are required to read the instructions and fill the blanks in typewritten form or written legibly in permanent ink.
- DEADLINE FOR SUBMISSION OF QUOTATIONS/ BIDS SHALL BE ON : Date :** \_\_\_\_\_ **Time:** \_\_\_\_\_
- Delivery/ Construction/ Labour period/ Services to be rendered shall be Ten (10) days upon the receipt of the approved Purchase Order / Work Order / Job Order, unless a different period is specified.
- Prospective Bidders / Suppliers are required to use this official quotation form in the accomplishment of their quotations/ bid proposals.
- Any specifications other than those required/stated in this form shall not be considered in the evaluation of the quotation/ bid/ award.
- Quotations must include all kinds of taxes for the item/s listed hereunder, including delivery charges.
- Price validity shall be for a period of sixty (60) calendar days from the deadline for submission of quotations.
- Quotations/ Proposals shall be submitted to the Office of the BAC Secretariat, San Ramon, Dinalupihan, Bataan
- Only sealed quotations shall be accepted.
- The bidder is required to affix his signature across the flap of the sealed envelope.
- Awarding shall be done by lot, unless so specified to be awarded by line item.
- Validity of stocks shall be 60 calendar days from the date of the opening of bids.
- Any alteration shall have a/an counter signed of the prospective bidder or else the bid will be rejected
- Payments shall be pursuant to DBM Circular No. 2013-16 dated December 23, 2013 on Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable Due Creditors/Payees of all National Government Agencies (NGAS)
- Warranty shall be for a minimum period of three(3) months, in the case of Expendable Supplies & Materials, minimum of one (1) year Non-Expendable Supplies after acceptance by the procuring entity of the delivered supplies.

**OTHER CONDITIONS:**

**ATI-RTC III RESERVES THE RIGHT TO REJECT ANY OR ALL QUOTATIONS, WAIVE ANY FORMALITY HEREIN AND ACCEPT ONLY QUOTATIONS MOST ADVANTAGEOUS TO THE GOVERNMENT.**

ITEM NO.	QTY.	UNIT	ITEMS & DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
<b>Catering Services</b>					
1	20x4	servings/day	Breakfast		
2	20x4	servings/day	Am snacks		
3	20x4	servings/day	Lunch		
4	20x4	servings/day	Pm snacks		
5	20x4	servings/day	Dinner		
			<b>Note: with free flowing :</b> *brewed coffee (brown and white sugar) *nuts, candies & chocolates during session * drinks ( water and juice) - disinfect the area after the training session. - food must be well-cooked 1-2 hours before time of meal. -must have 3 viand of food (vegetable, meat, fish, soup and dessert and unli rice) Lunch and Dinner -possible change of menu depend on the request of participants and tmt.		
6	20x4	pax/night	<b>Accommodation ( April 15-18, 2024)</b> Note: with wifi connectivity, good for 3 pax/room, and fully airconditioned		
7	4	day	<b>Training Hall</b> fully airconditioned for 35 pax (with complete sound system, projector & Internet connectivity)		
<b>....nohting follows.....</b>					
<b>GRAND TOTAL</b>					

Approved Budget for the Contract (ABC) **144,000.00**

**THE BIDS AND AWARDS COMMITTEE**

Department of Agriculture, ATI-RTC III  
San Ramon, Dinalupihan, Bataan

Sir / Madam:  
After having carefully read and accepted your General Instructions to Bidders, I/we submit you on the item at prices noted above. I/We understand that we have fully understood the minimum requirements of the project and agree to furnish delivery in conformity with the specifications described above.

Bidder's Signature Over Printed Name \_\_\_\_\_ Business Name \_\_\_\_\_ Tax Identification Number \_\_\_\_\_  
Telephone Number/ CP No. \_\_\_\_\_ Business Address \_\_\_\_\_ E-mail address \_\_\_\_\_  
Date Accomplished \_\_\_\_\_

Canvasser's Signature Over Printed Name \_\_\_\_\_



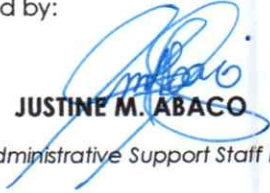
Republic of the Philippines  
 Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
**Regional Training Center III**  
 Gov't Complex, San Ramon, Dinalupihan, Bataan  
 Contact Nos.: (047) 240-5035 | Email: atiregion3@ati.da.gov.ph & atiregion3@yahoo.com  
 Satellite Office: Barangay Singalat, Palayan City, Nueva Ecija 3132 | Contact nos: (044) 950-9387  
 Website: www.ati.da.gov.ph/ati-3; www.e-extension.gov.ph

**From Seed to Seed Certification: Advancing Expertise in Climate-Resilient Inbred Rice Seed Production and Certification for Deputized and Designated Seed Inspectors with a Gender-Inclusive Approach**

<b>Menu</b>	
<b>Day 1 (April 16, 2024)</b>	
<b>Breakfast</b>	Plain Rice, Skinless Longganisa, Corned Beef Omelet, Egg Drop Soup, Fresh Apple
<b>AM Snack</b>	Special Ensaymada, Ham And Cheese Bread Rolls, Sago at Gulaman Juice
<b>Lunch</b>	Plain Rice, Beef Mechado, Relyenong Bangus, Shanghai, Chicken Sotanghon Soup, Fresh Assorted Fruits
<b>Pm Snack</b>	Special Empanada, Maja Blanca, Pineapple Juice in Can
<b>Dinner</b>	Plain Rice, Beef Salpicao, Fried Galunggong with Tomatoes, Sweet & Spicy Green Beans, Fresh Assorted Fruits
<b>Day 2 (April 17, 2024)</b>	
<b>Breakfast</b>	Plain Rice, Beef Tapa, Sunny Side-up Egg, Chicken Sotanghon, Fresh Orange
<b>AM Snack</b>	Pancit Palabok, Yema Cake, Fresh Buko Juice
<b>Lunch</b>	Plain Rice, Pineapple Pork Ribs, Crispy Breaded Shrimp, Ginisang Togue At Tokwa, Batchoy Soup, Fresh Assorted Fruits
<b>Pm Snack</b>	Egg pie, Special Ensaymada, Soda or Juice
<b>Dinner</b>	Plain Rice, Cordon Bleu, Fried Boneless Bangus, Ginisang Sayote, Mushroom Soup, Fresh Assorted Fruits
<b>Day 3 (April 18, 2024)</b>	
<b>Breakfast</b>	Plain Rice, Scrambled Egg, Fried Galunggong, Salted Egg with Slice Tomatoes, Creamy Macaroni Soup, Fresh Apple
<b>AM Snack</b>	Baked Mac with Garlic Bread, Iced Tea
<b>Lunch</b>	Plain Rice, Beef Steak, Mixed Vegetables with Quail Eggs, Fried Boneless Bangus, Egg Drop Soup, Fresh Assorted Fruits
<b>Pm Snack</b>	Special Empanada, Banana Que with Sago at Gulaman Juice
<b>Dinner</b>	Plain Rice, Beef Broccoli, Sarciadong Isda, Stir-Fried Cabbage, Crab and Corn Soup, Fresh Assorted Fruits
<b>Day 4 (April 19, 2024)</b>	
<b>Breakfast</b>	Plain Rice, Scrambled Egg, Pork Embutido, Tocino, Chicken Sotanghon Soup, Fried Banana

<b>AM Snack</b>	Maja Blanca and Puto Cheese, Fresh Buko juice
<b>Lunch</b>	Plain Rice, Lechon Paksiw, Chopseuy, Fish Fillet, Mushroom Soup, Fresh Assorted Fruits
<b>Pm Snack</b>	Filipino Coconut Macaroons, Buko Pie, Fresh Buko Juice
<b>Dinner</b>	Plain Rice, Pork Sisig, Shanghai, Salted Egg Shrimp, Batchoy Soup, Dalandan Juice, Fresh Assorted Fruits

Prepared by:

  
**JUSTINE M. ABACO**  
Administrative Support Staff II



# Technical Specifications

## FOOD & CATERING SERVICES

1. Service Provider must be located in the Province of Bulacan.
2. The Service provider must have at least five (5) years of experience in catering and hotel services.
3. The Service provider should have the flexibility and responsiveness to the changing event requirements (i.e., number of guests, change in date, or menu) with prior notice from ATI RTC III.
4. The quality of food prepared must adhere to the acceptable food industry standards and must be prepared in a clean and hygienic manner in accordance with all health and safety regulations.
5. Food service must be in a Manage Buffet.
6. Served meals that are freshly prepared or newly cooked (within 2 hours prior to the meal time)
7. Service Staff that are fully vaccinated and with appropriate uniforms (hairnet, gloves, apron, etc.)
8. Spoons, Forks, and utensils are sterile to avoid the spread of bacteria and contagious diseases.
9. Water dispensers with purified water and extra water on standby.
10. Tables and Chairs are with cloth covers
11. Any injury (e.g. Food poisoning) arising from the consumption of food, condiments, or drinks being served by the service provider or from any act done by its personnel within the venue shall be the sole liability of the service provider.
12. If food items were found to be inferior or to have posed hazards such as food poisoning, or spoilage, the ATI RTC III reserves the right to file a complaint against the service provider.
13. There will be no contract price adjustment/variation in case of a price increase of any particular ingredient
14. Food Service Provider should submit a sanitation permit/certificate of inspection pursuant to PD 856 Sanitation Code of the Philippines.
15. Service provider must submit a valid Fire Safety Permit.
16. Food Service Provider should be willing to adjust to dietary, cultural, or religious concerns.
17. The Service provider **may** propose a set of menu options, 1 week prior to the date of the training.
  - Lunch/Dinner Specifications: (1. Salad/Soup 2. Two of the following: Pork Dish, Beef Dish or Chicken Dish 3. Fish Dish 4. Rice 5. Dessert)
18. Provide a Refreshment Corner with unlimited coffee, hot choco, and candies.
19. Minimum specs requirements in serving:
  - **BREAKFAST** (Unlimited Rice, 100 grams main course, 100 grams side dish, dessert, 1 bowl of soup)
  - **AM SNACK** (200grams hot meal with drinks or 200 grams dried meal e.g. sandwich, etc with drinks)
  - **LUNCH** (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)

- **PM SNACK** (200grams hot meal with drinks/ 200 grams dried meal e.g. sandwich, etc with drinks)
  - **DINNER** (Unlimited Rice, 150 grams main course-meat, 150 grams side dish-fish, 200 grams vegetables, 1 bowl of soup 50 grams dessert)
20. In cases, the TMT requests packed meals, they should be packed in an environmentally friendly material (i.e., sturdy cardboard boxes or reusable plastic containers) with cutlery and tissue paper.