



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

End-User: \_\_\_\_\_ RFQ Number: **202403077**  
PR Number: **202403079** RFQ Date: **MAR 05 2024**  
PR Date: \_\_\_\_\_ RFQ Sheet Number: \_\_\_\_\_

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

**ELSA F. 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 fine item.
- Validity of stocks shall be 60 calendar days from the date of the opening of bids.
- Any alternation 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
- 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 (Buffet style)</b>					
<b>Minimum specs requirements in serving</b>					
1	30x5	servings/day	BREAKFAST (Unlimited Rice, 100grams main course, 100 grams side dish, dessert, 1 bowl of soup)		
2	30x5	servings/day	AM SNACK (200grams hot meal with drinks or 200grams dried meal e.g. sandwich, etc with drinks)		
3	30x5	servings/day	LUNCH (Unlimited Rice, 150grams main course-meal, 150grams side dish-fish, 200 grams vegetables, 1 bowl of soup, 50 grams dessert)		
4	30x5	servings/day	PM SNACK (200grams hot meal with drinks, or 200grams dried meal e.g. sandwich, etc with drinks)		
5	30x5	servings/day	DINNER (Unlimited Rice, 150grams main course-meal, 150grams side dish-fish, 200 grams vegetables, 1 bowl of soup, 50 grams dessert)		
Note: with free following:					
*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					
<b>GRAND TOTAL</b>					

Approved Budget for the Contract (ABC) **₱135,000.00**

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

## Training of Trainer on Certified Participatory Guarantee System (PGS) Groups Towards Accreditation as Organic Certifying Bodies (OCB)

### MENU

<b>May 13, 2024</b>	
BREAKFAST	Rice, Corned Beef Hash, Fried Danggit with Vinegar Sauce, Sunny Side-up Egg, Mango Slice
AM SNACKS	Pancit Canton, Shanghai and Fresh Cucumber Lemon Juice
LUNCH	Brown Rice, Sinigang na Hipon, Pork BBQ, Chopsuey with quail egg & shrimp, Watermelon
PM SNACKS	Lumpiang Shanghai with Vinegar and White Grape Juice in Can
DINNER	Rice, Buttered Shrimp, Salted Egg Chicken Wings, Nilaga, Brownies
<b>May 14, 2024</b>	
BREAKFAST	Rice, Pork Giniling, Longganisa, Tuna Egg Omelette, Banana
AM SNACKS	Baked Mac & Cheese, Puto, Fresh Citrus Juice
LUNCH	Brown Rice, Sinampalukang Manok, Pork Liempo, Stir Fry Vegetable, Melon
PM SNACKS	Big Ube Cheese Ensaymada and Orange Juice in Can
DINNER	Rice, Creamy Baked Salmon, Chicken Fillet, Batchoy, Cookies
<b>May 15, 2024</b>	
BREAKFAST	Fried Rice, Beef Tapa, Fried Daing na Bangus, Scrambled Egg, Orange
AM SNACKS	Pancit Palabok, Cassava Cake, Fresh Buko Juice
LUNCH	Brown Rice, Sinigang sa Miso, Chicken Inasal, Stir Fry Vegetable, Banana
PM SNACKS	Special Empanada, Four Season Juice in Can
DINNER	Rice, Grilled Squid, Creamy Baked Vegetable, Tinola, Moist Crinkles
<b>May 16, 2024</b>	
BREAKFAST	Pork Tapa, Fried Rice, Scramble Egg, Hot choco
AM SNACKS	Arrozcaldo w/ Egg, Soda/Juice
LUNCH	Brown Rice, Nilagang Baka, Cordon Blue, Butter Shrimp, Grapes
PM SNACKS	Chicken Sandwich, Soda/Juice
DINNER	Rice, Squid Vegetable Stir Fry, Pork Liempo, Shanghai, Pineapple Slice
<b>May 17, 2024</b>	
BREAKFAST	Rice, Longganisa, Tocino, Buttered Vegetables, Orange
AM SNACKS	Palabok, Kalamay, Buko Juice
LUNCH	Brown Rice, Sinigang na Hipon, Pork Chop, Stir fry Broccoli & Mushroom, Mango Slice
PM SNACKS	Turon, Camoteque, Pichi-pichi, Lemon Ice Tea
DINNER	Rice, Crispy Kare-kare with bagoong alamang, Shanghai, Egg Soup, Brownies



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Prepared by:

  
**JUSTINE P. PINEDA**  
ASS III