



Request for Quotation/ Submission of Proposal (Under Rule XVI Alternative Methods of Procurement (Sec 53.9) Agency to Agency

End-User: <u>REINALYN C. GULEN</u>	RFQ Number: <u>202403097</u>
PR Number: <u>CS</u>	RFQ Date: <u>MAR 21 2024</u>
PR Date: <u>202403099</u>	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.

[Signature]
ELSIE 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 stipulated in this form shall not be considered in the evaluation of the quotations and 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 alternation shall have a/an counter signed of the prospective bidder or else the bid will be rejected
- Payments shall be pursuant to DPM Circular No. 2013-16 dated December 23, 2013 on implementation of the Expanded Modified Direct Payment Scheme (E-MDPS) for Accounts Payable Plus Credit/Payee 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
			Catering Services		
1	38x5	servings/day	Breakfast		
2	38x5	servings/day	AM SNACKS		
3	38x5	servings/day	Lunch		
4	38x5	servings/day	Pm snacks		
5	38x5	servings/day	Dinner		
			Note: with free flowing : *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 changes to the menu will occur if the participants and TMT requested		
6	38x5	pax/night	Accommodation		
			*Good for 4pax/room *with WIFI connectivity *fully airconditioned		
7	5	day	Training Hall		
			Note: good for 38 persons capacity, with free WIFI connectivity, sound system and projector		
		NOTHING FOLLOWS.....		
GRAND TOTAL					

Approved Budget for the Contract (ABC) **361,000.00**

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		

Canvaser's Signature Over Printed Name

Remarks: This form is based on Standard Form Number SF-GOOD-60; Revised on: May 24, 2004; Standard Form Title: Request for Quotations issued by GPPB



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 on Integrated Rice Based Farming System with Emphasis on Rice Straw Management (1 Batch)

Menu	
Day 1 (July 15, 2024)	
Breakfast	Plain Rice, Scrambled Egg, Cheesy Hotdog, Fried Tinapa with Tomatoes, Chicken sotanghon soup, Fresh Apple
AM Snack	Carbonara with Garlic Bread and Lemon Iced Tea
Lunch	Plain Rice, Beef Steak, Mixed Vegetables with Quail Eggs, Fried Boneless Bangus, Egg Drop Soup, Fresh Assorted Fruits
Pm Snack	Mango and Cream Cheese Turon, Fresh Buko Juice
Dinner	Plain Rice, Beef Sinigang, Chopsuey, Fish Fillet, and Fresh Assorted Fruits
Day 2 (July 16, 2024)	
Breakfast	Plain Rice, Luncheon Meat, Corned Beef Hash, Crab and Corn Soup, Fried banana
AM Snack	Pancit with shanghai, Sago at Gulaman Juice
Lunch	Plain Rice, Pork Sisig, Pork And Green Bean Stir-Fry, Buttered Shrimp, Egg Drop Soup, Fresh Assorted Fruits
Pm Snack	Crispy tuna shanghai, Asado Roll, Fresh Buko Juice
Dinner	Rice, Beef Caldereta, Teriyaki Salmon, Ginisang Munggo At Sotanghon, Fresh Assorted Fruits
Day 3 (July 17, 2024)	
Breakfast	Plain Rice, Scrambled Egg, Fried Galunggong, Salted Egg with Slice Tomatoes, Creamy Macaroni Soup, Fresh Apple
AM Snack	Baked Mac with Garlic Bread, Iced Tea
Lunch	Plain Rice, Chicken Pastel, Ginisang Ampalaya with Egg, Sinigang na Bangus, Fresh Assorted Fruits
Pm Snack	Special Empanada, Banana Que with Sago at Gulaman Juice
Dinner	Plain Rice, Beef Broccoli, Sarciadong Isda, Stir-Fried Cabbage, Crab and Corn Soup, Fresh Assorted Fruits
Day 4 (July 18, 2024)	
Breakfast	Plain Rice, Tocino, Fried Danggit with Vinegar Sauce, Sunny Side-up Egg, Molo Soup, Fried Banana
AM Snack	Spaghetti, Cucumber Lemon Juice
Lunch	Plain Rice, Sinigang na Hipon, Pork BBQ, Chopsuey with Quail Egg & Shrimp, Fresh Assorted Fruits
Pm Snack	Ube Kalamay, Palitaw, Buko Pandan Juice
Dinner	Rice, Lechon Kawali, Adobong Pusit, Lumpiang Shanghai with Vinegar, Chicken Sotanghon Soup, Fresh Assorted Fruits

Day 5 (July 19, 2024)

Breakfast	Plain Rice, Scrambled Egg, Pork Embutido, Tocino, Chicken Sotanghon Soup, Fried Banana
AM Snack	Maja Blanca and Puto Cheese, Fresh Buko juice
Lunch	Plain Rice, Lechon Paksiw, Chopseyu, Fish Fillet, Mushroom Soup, Fresh Assorted Fruits
Pm Snack	Filipino Coconut Macaroons, Buko Pie, Fresh Buko Juice
Dinner	Plain Rice, Pininyahang Manok, Mix Vegetable, Salted Egg Shrimp, Batchoy Soup, 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.

FUNCTION HALL AND ACCOMMODATION

21. The venue must have a working projector with HDMI or VGA Connectivity.
22. The Venue must have a working set of speaker systems with a minimum of 2 microphones.
23. The Venue (Training Hall) must be within the vicinity or atleast a 10–15-minute walk from their accommodation.
24. The rooms and training hall must be clean & sanitized every day.
25. The capacity of rooms to be provided must be Maximum of 4 pax per room.
26. Toiletries must be available for every guest/pax (*but not limited to: towels, toothbrush, shampoo, soap*)
27. Rooms must be fully airconditioned and the use of bunk beds is not allowed.
28. The Service Provider must have a medical kit and first aid personnel on standby for attending to emergency/ medical needs.
29. The Venue preferably **Government facilities or Learning Site for Agriculture site of ATI-RTC III.**