



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

End-User: PR Number: PR Date:	<u>CS</u> 202502084	RFQ Number: RFQ Date: RFQ Sheet Number:	202502083 FEB 26 2025
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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 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 _____ 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 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 (EMDPS) 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
PROVISION OF CATERING, HALL & VENUE					
1	(pax)(day)	(35)(2)	BREAKFAST (3 viands choices of vegetables, fish meat-chicken/pork/beef with soup, rice, dessert, fresh fruit juice and hotted water) buffet-style		
2	(pax)(day)	(35)(2)	AM SNACKS (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice)		
3	(pax)(day)	(35)(2)	LUNCH (3 viands choices of vegetables, fish meat-chicken/pork/beef with soup, rice, dessert, fresh fruit juice and hotted water) buffet-style		
4	(pax)(day)	(35)(2)	PM SNACKS (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice)		
5	(pax)(day)	(35)(2)	DINNER (3 viands choices of vegetables, fish meat-chicken/pork/beef with soup, rice, dessert, fresh fruit juice and hotted water) buffet-style		
6	nights	2	ACCOMMODATION for 35 Pax (with basic toiletries & towel)		
7	days	2	TRAINING HALL (Airconditioned, can accommodate a minimum of 50 pax, with fast wifi connection)		
			With provision of flowing coffee, chocolate (milo), and candies.		
			Must be flexible in terms of the style of food service (Packed or Buffet) with prior notice from the		
			Food must be freshly cooked and served hot.		
			Located in Bulacan or Pampanga.		
			Kindly see the attached MENU and TERMS AND CONDITIONS		
			Please submit the following:		
			ATI LSA/ESP certificate if applicable		
			Mayor's Permit/Business Permit		
			SEC/CDA/DTI Permit		
			PhilGEPS Registration Number/Red Membership		
			BIR 2303		
			LAND BANK Account Details		
			GRAND TOTAL		

Approved Budget for the Contract (ABC)

ONE HUNDRED SIXTY-EIGHT THOUSAND PESOS ONLY (PHP 168,000.00)

THE BIDS AND AWARDS COMMITTEE
Department of Agriculture, ATI-RTC III
San Ramon, Dinalupihan, Bataan

Sr / 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	

MARBERT P. MORALES
Cavasser's Signature Over Printed Name



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
Regional Training Center III
Government Service Center, Binalatagan, Bataan
Contact No. (0477) 240-5835 | Email: atrregions3@ati.da.gov.ph & atrregions3@ynhoos.com
Satellite Office: Baranagar, Sual, Pangasinana City, Nueva Ecija 3132 | Contact nos: (044) 950-9387
Website: www.ati.da.gov.ph/atc-3, www.extensions.gov.ph

SUSTAINING EXCELLENCE: A WORKSHOP ON SUCCESSION PLANNING & EMPLOYEE RETENTION

April 7-8, 2025

Menu

DATE	BREAKFAST	AM SNACKS	LUNCH	PM SACKS	DINNER
Day 1 April 7, 2025	Plain Rice, Egg Omelette, Fried Fish/Tinapa with Slice Tomatoes, Tortang Talong, Vegetable Soup & Fruits.	Hamburger with Fries and Cucumber Juice.	Plain Rice, Sweet & Sour Pork, Sinigang na Bangus, Roast Chicken w/ BBQ Sauce, Fresh Fruits	Lumpiang Sariwa (2 per pax), Buko Juice	Plain Rice, Baked Bangus/Fish, Sinampalukang manok, Pork Sisig, Vegetable Salad with Dressing Fruits / Dessert
Day 2 April 8, 2025	Plain Rice, Salted Egg with Slice Tomatoes, Daing na Bangus, Tocino, Fruits	Blueberry or Corn Muffin, Cucumber Lemonade Juice	Plain Rice, Fried Fish (sliced) with Ensaladang Talong, Chicken Aritada, Dessert, Soup	Tuna Aglio e Olio with Garlic Bread and Cucumber Lemonade Juice.	Plain Rice, Chicken Inasal, Garden Salad, Sinigang na Baboy, Cajun Seafood, Fruits.

Note: * Brewed coffee (brown & white sugar), * Peanuts, candies, & chocolates during session., * Drinks (water & juice), * Food must be well - cooked 1 - 2 hours before time of Meal & must be served hot., * Must have 3 viands (Vegetable, Meat, Fish, Soup, Dessert & Unli Rice)Lunch & Dinner., * Possible change in Menu depending on the request of Participants and TMT., - With table set-up and flower arrangement.

- ***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 of 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)

Prepared by:


JAN LIMJEL C. GUEVARRA
Administrative Support Staff III