



## REQUEST FOR QUOTATION

RFQ No.: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_ TIN: \_\_\_\_\_

Vat       Non - Vat

The DA-Agricultural Training Institute-Regional Training Center CALABARZON, through the Bids and Awards Committee (BAC) intends to quote at your government price/s, taxes included, and such terms and condition that you may encounter purpose for article/s and/or services enumerated below. You may submit counter offer with different specifications, brand, terms and conditions. Same would be indicated clearly and signed by the authorized representative.

You can submit your offer in a separate cover with your official letterhead indicated clearly and signed by the authorized representative. The Institute reserves its right to accept or reject any or all bids / offers / quotation or waive any defect hereof.

  
**VIRA ELYSSA L. JAMOLIN**  
BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2023-11-228

**Purpose:** Provision of Food, Accommodation and use of Training / Function Hall for the conduct of Enriching Knowledge and Building-up Networks on Coconut Farm Business School (Farmer Level): A Culminating Activity

**Date:** December 12 - 14, 2023

**Place/Venue:** Lucena City, Quezon

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1			<b>Provision of Food, Room Accommodation for 3 days and 2 nights and use of Training/Function Hall for 3 days</b>		
	70	pax	December 12 - 13, 2023 [Food & Accommodation] Day 1: Dinner and Accommodation Day 2: Breakfast		
	153	pax	December 13 - 14, 2023 [Food & Accommodation] Day 2: Dinner and Accommodation Day 3: Breakfast, AM Snacks, Lunch & PM Snacks		
	17	pax	December 13, 2023 [Food] Day 2: Dinner		
	17	pax	December 14, 2023 [Food] Day 3: Breakfast, AM Snacks, Lunch & PM Snacks		
			<i>Inclusions:</i>		
			*Free-flowing coffee		
			*Use of Function amenities for 3 days		
			*Assisted buffet and plated snacks		
			*Free WiFi access		
		*Basic audio system			
<b>NOTE: Please call DA-ATI CALABARZON for more details.</b>					
				<b>TOTAL AMOUNT</b>	

I hereby certify that I am in a position to furnish the above article(s) / services 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 at Trece Martires City. We can deliver the item/s \_\_\_\_\_ working days from receipt of the Purchase Order. Our offer is good for \_\_\_\_\_ days only.

**Canvassed by:** \_\_\_\_\_  
Signature over Printed Name  
of ATI IV-A Canvasser

**Prepared by:** \_\_\_\_\_  
Signature over Printed Name  
Name of Proprietor/Manager/  
Authorized Representative