



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
8575 Camerino Street, Barangay Lapidario, Trece Martires City, Cavite
Tel. No. & Fax No. (046) 419-0210
Email:rtc_calabarzon@ati.da.gov.ph
URL:https://ati2.da.gov.ph/ati-4a

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.


MARIELLE G. JAURIGUE
BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2024-01-006

Purpose: Provision of Catering Services for the conduct of Organic Certified Groups Towards OCB (Fostering Organic Expertise: Transforming PGS Group to Organic Certifying Body (OCB))

Place of Delivery: DA-Agricultural Training Institute CALABARZON, Brgy. Lapidario, Trece Martires City, Cavite

Date of Delivery: February 12 - 16, 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1	35	pax	Day 1: Full board meals		
	35	pax	Day 2: Full board meals		
	35	pax	Day 3: Full board meals		
	40	pax	Day 4: Full board meals		
	35	pax	Day 5: Breakfast and AM Snacks		
	45	pax	Day 5: Lunch and PM Snacks		
			<i>*see additional page for detailed specifications and statement of compliance, and breakdown of cost per pax per meal/snack</i>		
			<i>*for more details, please call our landline number specified on the letterhead or email your queries/concerns to supply_rtc4a@ati.da.gov.ph</i>		
				TOTAL AMOUNT	

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



DETAILED SPECIFICATIONS AND STATEMENT OF COMPLIANCE

NO.	SPECIFICATION	STATEMENT OF COMPLIANCE
1	Full-board meals: Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner	
2	Breakfast: Inclusive of rice, main course with egg and fruits	
3	AM & PM Snack: Inclusive of either noodle/rice-based, sandwich or native Filipino snack with drinks	
4	Lunch & Dinner: Inclusive of rice, 1 main course (chicken/beef/fish/pork), vegetable-based viand and dessert	
5	The bidder's address or area of business must within Cavite Province	
6	Buffet services or packed (as needed for the activity/training)	
7	At least two (2) service crew throughout the activity/training	
8	Free-flowing coffee and water	
9	Availability of basic condiments for food and coffee	
10	The menu shall be provided by the End-user/Training Management Staff prior to the activity	
11	The End-user/Training Management Staff may opt to change the vegetable-based viand to a main course as agreed upon by both parties	
12	Additional meals and snacks may be requested by the Project Officer. Subject to additional payment based on the contract cost per pax per meal/snack	

BREAKDOWN OF COST PER PAX PER MEAL/SNACK

MEAL/SNACK	COST
Breakfast: inclusive of rice, main course with egg and fruits	
AM Snack: inclusive of either noodle/rice-based, sandwich or native Filipino snack with drinks	
Lunch: inclusive of rice, 1 main course (chicken/beef/fish/pork), vegetable-based viand and dessert	
PM Snack: inclusive of either noodle/rice-based, sandwich or native Filipino snack with drinks	
Dinner: inclusive of rice, 1 main course (chicken/beef/fish/pork), vegetable-based viand and dessert	
TOTAL COST: FULL BOARD MEALS	

Prepared by:

**Signature over Printed Name of
Proprietor/Manager/ Authorized Representative**