



## 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-2024-01-007

**Purpose:** Provision of Catering Services for the conduct of Operational Planning

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

**Date of Delivery:** February 6 - 8, 2024

| NO.                 | QTY | UNIT | SPECIFICATIONS   | UNIT PRICE | TOTAL PRICE |
|---------------------|-----|------|--|------------|-------------|
| 1                   | 49  | pax  | Day 1: AM Snacks, Lunch, and PM Snacks   |            |             |
|                     | 49  | pax  | Day 2:AM Snacks, Lunch, and PM Snacks  |            |             |
|                     | 49  | pax  | Day 3:AM Snacks and Lunch  |            |             |
|                     |     |      | <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> |            |             |
| <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*



### **DETAILED SPECIFICATIONS AND STATEMENT OF COMPLIANCE**

| <b>NO.</b> | <b>SPECIFICATION</b>   | <b>STATEMENT OF COMPLIANCE</b> |
|------------|--|--------------------------------|
| 1          | AM & PM Snack: Inclusive of either noodle/rice-based, sandwich or native Filipino snack with drinks  |                                |
| 2          | Lunch: Inclusive of rice, 1 main course (chicken/beef/fish/pork), vegetable-based viand and dessert  |                                |
| 3          | The bidder's address or area of business must within Cavite Province   |                                |
| 4          | Buffet services or packed (as needed for the activity/training)  |                                |
| 5          | At least two (2) service crew throughout the activity/training   |                                |
| 6          | Free-flowing coffee and water  |                                |
| 7          | Availability of basic condiments for food and coffee   |                                |
| 8          | The menu shall be provided by the End-user/Training Management Staff prior to the activity   |                                |
| 9          | The End-user/Training Management Staff may opt to change the vegetable-based viand to a main course as agreed upon by both parties                   |                                |
| 10         | 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**

| <b>MEAL/SNACK</b>   | <b>COST</b> |
|---|-------------|
| 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      |             |
| <b>TOTAL COST (AM Snacks, Lunch, and PM Snacks):</b>  |             |

Prepared by:

---

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