



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-2024-02-008

Purpose: Provision of Food, Accommodation and use of training hall for the conduct of Capability Enhancement Course for Farmer Leaders - Batch 1

Place of Delivery: Los Baños, Laguna

Date of Delivery: February 19 - 21, 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1			<b>Provision of Food, Accommodation and Function Amenities</b>		
	35	pax	Day 1: AM Snacks, Lunch, PM Snacks, and Dinner with accommodation		
	35	pax	Day 2: Full board meals with accommodation		
	35	pax	Day 3: Breakfast, AM Snacks, Lunch, and PM Snacks		
	3	day	Use of training hall, for 35 pax		
			<i>*see additional page for detailed specifications and statement of compliance</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*



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

<b>NO.</b>	<b>SPECIFICATION</b>	<b>STATEMENT OF COMPLIANCE</b>
1	Day 1: AM Snacks, Lunch, PM Snacks, and Dinner for 35 pax	
2	Day 2: Full-board meals (Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner) for 35 pax	
3	Day 3: Breakfast, AM Snacks, Lunch, and PM Snacks for 35 pax	
4	Breakfast: Inclusive of rice, main course with egg and fruits	
5	AM & PM Snack: Inclusive of either noodle/rice-based, sandwich or native Filipino snack with drinks	
6	Lunch & Dinner: Inclusive of rice, 1 main course (chicken/beef/fish/pork), vegetable-based viand and dessert	
7	Accommodation for three (3) days and two (2) nights for 35 pax	
8	Use of training hall for 3 days (35 pax), with complimentary use of LCD projector, projector screen, and basic PA system with microphones	
9	Place: Los Baños, Laguna	
10	Buffet services or packed (as needed for the activity/training)	
11	Availability of service crew throughout the activity/training	
12	Free-flowing coffee and water	
13	Availability of basic condiments for food and coffee	
14	The menu shall be provided by the End-user/Training Management Staff prior to the activity	
15	Additional meals and snacks may be requested by the Project Officer. Subject to additional payment based on the contract cost.	
16	With free WiFi access	

Prepared by:

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