



REQUEST FOR QUOTATION

RFQ No.: _____ Date: _____

Business Name: _____

Address: _____

Contact No.: _____ TIN: _____

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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.

MARIDELLE G. JAURIGUE

BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2024-006-143B

Purpose: Provision of Food, accommodation and use of function amenities for the conduct of Coco Exhibit and Techno Forum (TGP Summit 2024)

Place/Venue: Quezon Province

Activity Date: November 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1			Provision of Food, and use of Function Amenities		
	250	pax	Day 1: AM Snacks, Lunch, PM Snacks, and Dinner		
	250	pax	Day 2: Breakfast, AM Snacks, Lunch, and PM Snacks <i>*with free flowing Coffee and other selections such as tea</i>		
	2	day	Accommodation including the use of Function Amenities and Training/Function Hall, airconditioned, with audio and visual equipment <i>*with free WiFi access</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*