



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. LAURIGUE

BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2024-006-107

Purpose: Provision of Food, Accommodation and use of Function Amenities for the conduct of Production Technology-based Training on Coconut (*Training on GAP for Coconut*)

Place/Venue: Quezon Province

Activity Date: September 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
			Provision of Food, Accommodation and Function Amenities		
1	30	pax	Day 1: AM Snacks, Lunch, PM Snacks, and Dinner with accomodation		
	30	pax	Day 2: Full-board meals (Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner) with accomodation		
	30	pax	Day 3: Breakfast, AM Snacks, Lunch, and PM Snacks		
	3	day	Use of Function Hall for 30 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>		
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*



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
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 Tel. No. & Fax No. (046) 419-0210
 Email: rtc_calabarzon@ati.da.gov.ph
 URL: <https://ati2.da.gov.ph/ati-4a>

DETAILED SPECIFICATIONS

NO.	SPECIFICATION
1	AM Snacks, Lunch, PM Snacks and, Dinner for Day 1
2	Full-board meals (Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner) for Day 2
3	Breakfast, AM Snacks, Lunch, and PM Snacks for Day 3
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 25 pax
8	Use of training hall for 3 days
9	Buffet services or packed (as needed for the activity/training)
10	Availability of service crew throughout the activity/training
11	Free-flowing coffee and water
12	Availability of basic condiments for food and coffee
13	The menu shall be provided by the End-user/Training Management Staff prior to the activity
14	Additional meals and snacks may be requested by the Project Officer. Subject to additional payment based on the contract cost.
15	With free WiFi access