



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. AURIGUE

BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2024-06-130

Purpose: Provision of Food, accommodation and use of function amenities during the conduct of Training on Milk Processing and Post-handling

Place/Venue: Laguna Province

Date of Delivery: September 11-13, 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
			Provision of Food, Accommodation and Function Amenities		
1	30	pax	Day 1 & 2: Full-board Meals (Breakfast, AM Snacks, Lunch, PM Snacks and Dinner) with accommodation		
	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	Full-board meals (Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner) for Day 1 and 2
2	Breakfast, AM Snacks, Lunch, and PM Snacks for Day 3
3	Breakfast: Inclusive of rice, main course with egg and fruits
4	AM & PM Snack: Inclusive of either noodle/rice-based, sandwich or native Filipino snack with drinks
5	Lunch & Dinner: Inclusive of rice, 1 main course (chicken/beef/fish/pork), vegetable-based viand and dessert
6	Accommodation for Three (3) days and Two (2) nights
7	Use of training hall for 3 days, with complimentary use of LCD projector, projector screen, and basic sound system with microphone
8	Buffet services or packed (as needed for the activity/training)
9	Availability of service crew throughout the activity/training
10	Free-flowing coffee and water
11	Availability of basic condiments for food and coffee
12	The menu shall be provided by the End-user/Training Management Staff prior to the activity
13	Additional meals and snacks may be requested by the Project Officer. Subject to additional payment based on the contract cost.
14	With free WiFi access