



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-2024-007-153

Purpose: Provision of meals and snacks for the conduct of Empowering Filipino Agriculture Value Chain Actors: Development of Extension and Training Roadmap for Priority Commodities

Place/Venue: Trece Martires City, Cavite

Activity Date: September 3 - 5, 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
			Provision of meals and snacks for 3 days		
1		pax	Full-board meals (Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner)		
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
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