



## 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-2024-008-166

Purpose: Provision of meals and snacks for the conduct of Training on Coconut Products and By-products - Farmer Level Batch 4

Place/Venue: Nagcarlan, Laguna

Activity Date: August 2024

| NO.                 | QTY | UNIT | SPECIFICATIONS   | UNIT PRICE | TOTAL PRICE |
|---------------------|-----|------|--|------------|-------------|
|                     |     |      | <b>Provision of meals and snacks for 3 days</b>  |            |             |
| 1                   | 35  | pax  | Full-board meals (Breakfast, AM Snacks, Lunch, PM Snacks, and Dinner)  |            |             |
|                     |     |      | <i>*Breakfast: Inclusive of rice, main course with egg and fruits</i>  |            |             |
|                     |     |      | <i>*AM &amp; PM Snack: Inclusive of either noodle/rice-based, sandwich or native Filipino snack with drinks</i>                                    |            |             |
|                     |     |      | <i>*Lunch and Dinner: Inclusive of rice, 1 main course (chicken/beef/fish/pork), vegetable-based viand and dessert</i>                             |            |             |
|                     |     |      | <i>*Free-flowing coffee</i>  |            |             |
|                     |     |      | <i>*Buffet services or packed (as needed for the activity/training)</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