



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
8575 Camerino Street, Barangay Lapidario, Trece Martires City, Cavite  
Tel. No. & Fax No. (046) 419-0210  
Email: rtc\_calabarzon@ati.da.gov.ph  
URL: https://ati2.da.gov.ph/ati-4a

## 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

Solicitud No.: RFQ-ATI-RTC4A-2024-009-203

**Purpose:** Provision of Food, Accommodation and use of Function Amenities for the conduct of Training on Coconut Products and By-products (Culminating Activity)

**Place/Venue:** Quezon Province

**Activity Date:** October 7-8, 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
			<b>Provision of Food, Accommodation and Function Amenities</b>		
1	100	pax	Day 1: Dinner with Accomodation		
	250	pax	Day 2: Breakfast, AM Snacks, Lunch, and PM Snacks		
	1	day	Use of Function Hall		
			<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>		
				<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



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## DETAILED SPECIFICATIONS

NO.	SPECIFICATION
1	Day 1: Dinner with Accomodation
2	Day 2: Breakfast, AM Snacks, Lunch, and PM Snacks with table set-up
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 1 night for 100 pax
7	Use of training hall for 1 day, with complimentary use of LCD projector, projector screen, and basic
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