



Republic of the Philippines
OF AGRICULTURE
DEPARTMENT AGRICULTURAL TRAINING INSTITUTE
RTC-6 Western Visayas
ASU Compound, Banga, Aklan
Tel No. (036)267-5951 Telefax (036)267-6786

BIDS AND AWARDS COMMITTEE

REQUEST FOR QUOTATION No. RFQ2022-739

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) intends to apply the sum of **One Hundred Ten Thousand One Hundred Pesos Only (₱ 110,100.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Lease of Venue/Training Hall with Catering Services on December 15 & 21, 2022 in Negros Occidental**. Quotations received in excess of the ABC shall be automatically rejected at the opening of price quotations. The Supply and Delivery of Catering Services detailed as follows:

Purchase Request No.	2022-12-730
Brief Description	Lease of Venue/Training Hall with Catering Services that consist of AM snack, lunch & PM snack
Duration	December 15 & 21, 2022
Location	Negros Occidental
Mode of Procurement	Negotiated Procurement-Small Value Procurement
Approved Budget for the Contract (ABC)	Php 110,100.00

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) invites all prospective suppliers/establishments to quote their lowest price on the services stated in the Request For Quotation Form subject to the Terms and Conditions stated herein and submit the same duly signed by their authorized representatives not later than **13th December 2022 at 9:00 AM**. Interested suppliers/distributors may obtain further information from the BAC Secretariat at telephone no. (036) 267-6786.

Sgd
DIANNE D. RIVERA
Head, BAC Secretariat

TERMS AND CONDITIONS:

1. All interested distributors/suppliers are required to read and follow the terms and conditions carefully.
2. Sealed proposals/quotations should be submitted in duplicate copies using this Official Request for Quotation Form.
3. Quotation shall be submitted to BAC Head Secretariat at Agricultural Training Institute-Regional Training Center VI, ASU Compound, Banga, Aklan or through email address at ati6.bac@gmail.com.
4. Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
5. Late submission of quotation shall not be accepted.
6. Quotations through fax are allowed for all suppliers **outside Aklan only**.
7. Quotations exceeds the Approved Budget of Contract shall be disqualified.
8. Any quotation/offer other than those required and stated in this form shall not be considered for evaluation.
9. **Quotations must specify any and all kinds of applicable taxes including delivery and other charges that the supplier required.**
10. Price quotations are valid THIRTY (30) calendar days from the declaration of winning supplier.
11. All price quotations shall be considered as fixed prices and therefore not subject to price escalation during the issuance of Purchase Order and thereafter.
12. The bidder/supplier that has the lowest quotation shall be informed immediately and will be asked to submit additional requirement.
13. Payment is within FIFTEEN (15) calendar days from receipt of billing statement/charge invoice.
14. Delivery period shall be based on the date stated in the approved Purchased Order (PO).
15. Late delivery shall be subject to penalty of 1/10 of 1% of the total cost of undelivered items.
16. Quotations should be inserted on sealed envelopes with signature of bidder across the flap thereon. The name of the company, telephone number and PR Number should be written on the face of the envelope.
17. Quotations must be written clearly. Indecipherable quotations shall be automatically disregarded.
18. Preferably to attached PhilGEPS Registration No., Mayor's/Business Permit and TIN Registration Certificate upon submission of quotation.
19. Deadline for submission of quotation is on or before **December 13, 2022 at 9:00 AM**.

REQUEST FOR QUOTATION FORM

Please quote your lowest price inclusive of VAT on the hereinafter listed goods and strictly follow the instruction stated at the first page of this form.

PR Reference Nos.:	2022-12-730				
Type of Service/s:	Lease of Venue/Training Hall with Catering Services				
Approved Budget of Contract (ABC):	₱ 110,100.00	Location:	Negros Occidental		
Technical Requirements:					
Type of Service/s:	Venue/Training Hall				
Duration:	December 15 & 21, 2022				
# of pax/capacity:	85 pax/day				
Requirements:	1. Follow Covid-19 safety protocols;				
Type of Service/s:	Catering Services				
Meal Specifications:	<i>See attached specification</i>				
Servings included:	Breakfast	AM snack	Lunch	PM Snack	Dinner
<i>Duration:</i>	December 15, 2022				
<i># of pax:</i>	x	85 pax	85 pax	85 pax	x
<i>Duration:</i>	December 21, 2022				
<i># of pax:</i>	x	85 pax	85 pax	85 pax	x
Schedule of Prices:					
Services			Quantity	Unit Price	Total
a) Venue/Function Hall			2 days		
b) Catering services:				₱	₱
AM Snack			170 pax		
Lunch			170 pax		
PM Snack			170 pax		
TOTAL COST OF SERVICES:					₱

After having carefully read and fully understood your instruction and requirements. I/We quote you on the item at prices noted above. I am in a position to furnish the above articles or services at the prices and in quantities as called for except as I have indicated. I/We can deliver the goods/services upon receipt of the Purchase Order.

<hr/> Printed Name/Signature	Date: _____ Tel. No.: _____ Fax No.: _____
<hr/> Position	Email Address: _____
<hr/> Name of Company/Business	
<hr/> Address	

Meals Specifications/Requirements:

- a. Meal must be served in buffet style;
- b. Two (2) viands and one (1) vegetable meal;
- c. With free-flowing coffee and chocolate drink;
- d. Preferably fresh juices and fresh fruits;
- e. Must follow covid-19 protocols in serving meals;
- f. **Snacks (AM & PM)** - native delicacy/pizza/burger/pansit/pasta and natural fresh juices;
- g. **Lunch** - unlimited rice, at least three (3) viands (choices of fish, chicken, pork or beef), a vegetable dish, dessert (choices of fresh fruits, fruit salad, gulaman or leche flan) and drinks (natural fresh juices/softdrinks)