



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. RFQ2023-532

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 Eight Thousand One Hundred Pesos Only (₱ 108,100.00)**. Being the Approved Budget for the Contract (ABC) to payments under the contract of **Provision of Catering Services on October 24-27, 2023 in Banga, Aklan**. 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.	<b>2023-09-489 (Lot 1)</b>
Brief Description	<b>Provision of Catering Services that consist of breakfast, AM snack, lunch, PM snack and dinner</b>
Duration	<b>October 24-27, 2023</b>
Location	<b>Banga, Aklan</b>
Mode of Procurement	<b>Negotiated Procurement-Small Value Procurement</b>
Approved Budget for the Contract (ABC)	<b><u>Php 108,100.00</u></b>

The Agricultural Training Institute-Regional Training Center VI (ATI-RTC VI) through its Bids and Awards Committee (BAC) invites all prospective suppliers/caterers 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 **10<sup>th</sup> October 2023 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 suppliers/caterers 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. Sealed 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](mailto:ati6.bac@gmail.com).
4. Quotations through fax are allowed for all suppliers/caterers **outside Aklan only**.
5. Quotation through email should bear the signature of the supplier and shall be addressed to the Head Secretariat of BAC, **Ms. Dianne D. Rivera**.
6. Late submission of sealed quotation shall not be accepted.
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 suppliers/caterers required.**
10. Price quotations are valid THIRTY (30) calendar days from the declaration of winning suppliers/caterers.
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 suppliers/caterers 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, TIN Certificate of Registration and Omnibus Sworn Statement (using the attached sample form) upon submission of sealed quotation.
19. Deadline for submission of sealed quotation is on or before **October 10, 2023 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.

<i>PR Reference Nos.:</i>	<b>2023-09-489 (Lot 1)</b>				
<i>Type of Service/s:</i>	<b>Provision of Catering Services</b>				
<i>Approved Budget of Contract (ABC):</i>	<b>₱ 108,100.00</b>	<i>Location:</i>	<b>Banga, Aklan</b>		
<b>Technical Requirements:</b>					
<i>Type of Service/s:</i>	<b>Catering Services</b>				
<i>Meal Specifications:</i>	<p>a. <b>Breakfast (Buffet) -</b></p> <ul style="list-style-type: none"> <li>➤ unli rice (choices of garlic, plain),</li> <li>➤ egg (choices of sunny side up, scrambled, boiled or omelet),</li> <li>➤ fish (choices of dried fish, paksiw, fried or adobo)</li> <li>➤ pork (choices of tocino, longganisa, fried, and adobo),</li> <li>➤ fresh fruit juices (no powdered juice drink serve)</li> </ul> <p>b. <b>AM &amp; PM Snack -</b></p> <ul style="list-style-type: none"> <li>➤ choices of native delicacies, sandwiches, pasta,</li> <li>➤ fresh fruit juices (no powder juice drink serve);</li> </ul> <p>c. <b>Lunch &amp; Dinner (Buffet) - (preferably lutong bahay)</b></p> <ul style="list-style-type: none"> <li>➤ unli rice,</li> <li>➤ 3 variance of viands (choices of fish, pork, beef or chicken)</li> <li>➤ soup</li> <li>➤ vegetables</li> <li>➤ fresh fruit juices (no powdered juice drink serve)</li> <li>➤ dessert</li> </ul> <ul style="list-style-type: none"> <li>• Food preferences maybe arrange according to suggested menu</li> <li>• free flowing water, coffee and chocolate drink</li> <li>• preferably recyclable/biodegradable container for take-out foods</li> <li>• Follow Covid-19 safety protocols</li> </ul>				
<i>Servings included:</i>	<b>Breakfast</b>	<b>AM snack</b>	<b>Lunch</b>	<b>PM Snack</b>	<b>Dinner</b>
<i>Duration:</i>	<b>October 24, 2023</b>				
<i># of pax:</i>	x	x	x	x	10 pax
<i>Duration:</i>	<b>October 25-27, 2023</b>				
<i># of pax:</i>	35 pax/day	35 pax/day	35 pax/day	35 pax/day	35 pax/day
<b>Schedule of Prices:</b>					
<b>Services</b>			<b>Quantity</b>	<b>Unit Price</b>	<b>Total</b>
a) Catering services: <b>(Please attach proposed menu upon submission of quotation)</b>					
Breakfast			105 pax	₱	₱
AM Snack			105 pax		
Lunch			105 pax		
PM Snack			105 pax		
Dinner			115 pax		
<b>TOTAL COST OF SERVICES:</b>					₱

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.

Printed Name/Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 \_\_\_\_\_ Tel. No.: \_\_\_\_\_  
 \_\_\_\_\_ Fax No.: \_\_\_\_\_

Name of Company/Business \_\_\_\_\_ Email Address: \_\_\_\_\_

Address \_\_\_\_\_