



**REQUEST FOR QUOTATION**  
**No. RFQ2024-040**

Date: February 7, 2024

Gentlemen:

Please quote at your **government price/s, taxes included**, and such terms and conditions that you may counter-propose for articles and/or services enumerated below. You may submit your quotation duly signed by your representative not later than **February 12, 2024 at 9:00 am** in an envelope. In case of late submission and unresponsive quotations, the Institute reserves the right to reject any or all bids/offers/quotations.

Very truly yours,

Sgd  
**VIANNEY T. OJERIO**  
 BAC Chairperson

<b>PR Number:</b>	<b>2024-01-040 (lot 1)</b>	<b>ABC:</b>	<b>₱ 130,000.00</b>
<b>Mode of Procurement:</b>	NP-53.9 - Small Value Procurement		
<b>Purpose of Request:</b>	For the conduct of 37 <sup>th</sup> Year Anniversary of ATI		
<b>Duration:</b>	<b>February 13, 2024</b>	<b>Location:</b>	<b>Banga, Aklan</b>
<b>Specifications:</b>	<b>CATERING SERVICES:</b> <b>Breakfast:</b> unlimited rice (choices of garlic, plain) egg (choices of scrambled, sunny side up, boiled, or omelet) fish (choices of dried fish, paksiw, fried, or adobo) pork (choices of tocino, longganisa, fried, and abodo) fresh fruit juices (no powdered juice drink serve) <b>AM and PM Snacks:</b> choices of native delicacies, sandwiches, pasta fresh fruit juices (no powdered juice drink served) <b>Lunch and dinner:</b> Preferably Lutong Bahay (buffet style) unlimited rice three (3) variances of viand (choices of fish, pork, beef or chicken) Soup Vegetable fresh fruit juices (no powdered juice drink served) Dessert >food preferences may be arranged according to the suggested menu >free-flowing water, coffee, and chocolate drink >preferably recyclable/biodegradable container for take-out foods >follow Covid-19 safety protocols		

**Schedule of Services:**

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Lodging	Venue
	No. of pax						
February 13, 2024	120	120	120	120	80	x	x

**Schedule of Prices:**

Lot #	Particulars	Qty	Unit	Unit Cost	Total Cost
	<b>Catering Services</b>				
	a. Breakfast	120	pax	₱	₱
	b. AM Snacks	120	pax		
	c. Lunch	120	pax		
	d. PM Snacks	120	pax		
	e. Dinner	80	pax		
	<b>Lodging Services</b>	x	x		
	<b>Venue Rental</b>	x	x		
<b>Total Cost</b>					<b>₱</b>



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

**Regional Training Center VI**

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Tel. No.: (036) 267-5951 Fax No. (036) 267-6786  
E-mail: rtc6.dcc@ati.da.gov.ph  
URL: <http://www.ati.da.gov.ph/ati-6>; [www.e-extension.gov.ph](http://www.e-extension.gov.ph)

**Eligibility documents for submission:**

- Mayor's/Business Permit
- BIR Certificate of Registration
- PhilGEPs Registration Number/Red Membership
- Notarized Omnibus Sworn Statement
- Income Tax Return
- Professional License/Curriculum Vitae (*Consultation Services*)
- PCAB License (*Infrastructure*)
- Manual of specifications, warranty certificate, and pictures
- Bank Details (*to be submitted by winning bidder upon issuance of Purchase Order*)
- Email Address: \_\_\_\_\_
- Telephone/Mobile Number: \_\_\_\_\_

I hereby certify that 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. The articles are available in our stock for immediate delivery to the Agricultural Training Institute - Regional Training Center VI, ASU Compound, Banga, Aklan.

**Name and signature of Authorized Representative:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

Price validity: \_\_\_\_\_

Warranty period: \_\_\_\_\_

**Canvassed by:** LARNEY F. MARASIGAN

**Date:** \_\_\_\_\_