



**REQUEST FOR QUOTATION**  
**No. RFQ2024-104**

Date: March 1, 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 **March 8, 2024 @ 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>2024-02-080 (lot 1)</b>	<b>ABC:</b>	<b>₱ 94,250.00</b>
<b>Mode of Procurement:</b>	NP-53.9 - Small Value Procurement		
<b>Purpose of Request:</b>	Training with Impact: Resource Person Development Course		
<b>Duration:</b>	<b>March 19-22, 2024</b>	<b>Location:</b>	<b>Kalibo, 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						
March 19, 2024	20	25	25	25	20	x	x
March 20, 2024	25	25	25	25	20	x	x
March 21, 2024	25	25	25	25	25	x	x
March 22, 2024	25	25	20	x	x	x	x

**Schedule of Prices:**

Lot #	Particulars	Qty	Unit	Unit Cost	Total Cost
	<b>Catering Services</b>				
	a. Breakfast	95	pax	₱	₱
	b. AM Snacks	100	pax		
	c. Lunch	95	pax		
	d. PM Snacks	75	pax		
	e. Dinner	65	pax		



	<b>Lodging Services</b>	X	X		
	<b>Venue Rental</b>	X	X		
<b>Total Cost</b>					<b>₱</b>
<p><b>Eligibility documents for submission:</b></p> <input checked="" type="checkbox"/> Mayor's/Business Permit <input checked="" type="checkbox"/> BIR Certificate of Registration <input checked="" type="checkbox"/> PhilGEPs Registration Number/Red Membership <input checked="" type="checkbox"/> Notarized Omnibus Sworn Statement <input type="checkbox"/> Income Tax Return <input type="checkbox"/> Professional License/Curriculum Vitae ( <i>Consultation Services</i> ) <input type="checkbox"/> PCAB License ( <i>Infrastructure</i> ) <input type="checkbox"/> Manual of specifications, warranty certificate, and pictures <input checked="" type="checkbox"/> Bank Details ( <i>to be submitted by winning bidder upon issuance of Purchase Order</i> ) <input checked="" type="checkbox"/> Email Address: _____ <input checked="" type="checkbox"/> 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: \_\_\_\_\_

**Canvassed by:** \_\_\_\_\_

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

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