



REQUEST FOR QUOTATION
No. RFQ2024-591

Date: August 29, 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 **September 6, 2024 at 9:00 am**, in an envelope or through email (if outside Aklan). 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

PR Number:	2024-08-422	ABC:	₱ 117,250.00
Mode of Procurement:	NP-53.9 - Small Value Procurement		
Purpose of Request:	Training on Good Agricultural Practices (GAP) in Coconut Production (4/4)		
Duration:	September 16-19, 2024	Location:	Sipalay City, Negros Occ.
Specifications:	<p>CATERING SERVICES:</p> <p>Breakfast: 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)</p> <p>AM and PM Snacks: choices of native delicacies, sandwiches, pasta fresh fruit juices (no powdered juice drink served)</p> <p>Lunch and dinner: 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</p> <p>>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</p>		

Schedule of Services:

Date	Breakfast	AM Snacks	Lunch	PM Snacks	Dinner	Lodging	Venue
	No. of pax						
September 16, 2024	x	x	x	x	5	x	x
September 17, 2024	35	35	35	35	35	x	x
September 18, 2024	35	35	35	35	35	x	x
September 19, 2024	35	35	35	35	35	x	x

Schedule of Prices:

Lot #	Particulars	Qty	Unit	Unit Cost	Total Cost
	Catering Services				
	a. Breakfast	105	pax		
	b. AM Snacks	105	pax		
	c. Lunch	105	pax		
	d. PM Snacks	105	pax		
	e. Dinner	110	pax		
Total Cost					



Eligibility documents for submission:

- Mayor's/Business Permit
- BIR Certificate of Registration
- PhilGEPs Registration Number/Red Membership
- Notarized Omnibus Sworn Statement0
- 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: WILMER Z. RENTINO

Date: _____