

**Department of Agriculture**  
**AGRICULTURAL TRAINING INSTITUTE**  
**REGIONAL-TRAINING CENTER-VII CENTRAL VISAYAS**  
**Beside City Park, Cabawan District, Tagbilaran City**  
**Mobile No: 09173218524**  
**Email add: ati7.philgeps@gmail.com**

**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_  
RFQ No. \_\_\_\_\_

Name of Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Business Permit No: \_\_\_\_\_ Tin No: \_\_\_\_\_ VAT  Non-VAT

Please quote your lowest offer for the item/s described below, subject to the General Conditions stated below, and submit your quotation duly signed by you or your representative.

General Conditions:

- 1 PRICES SHOULD BE INCLUSIVE OF VAT.
- 2 PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 CALENDAR DAYS
- 3 PLEASE ATTACH TOGETHER WITH YOUR QUOTATION A COPY OF THE FOLLOWING:
  - I. SHOPPING
    - MAYOR'S/BUSINESS PERMIT
    - PHILGEPS REG. NUMBER (for 50k & above, if registered)
  - II. SMALL VALUE PROCUREMENT
    - MAYOR'S/BUSINESS PERMIT
    - PHILGEPS REG. NUMBER (for 50k & above, if registered)
    - OMNIBUS SWORN STATEMENT (for ABCs above 50k)
    - ITR (for ABC above 500K)
    - PROFESSIONAL LICENSE/CV (for Consulting Services)
    - PCAB (for infrastructure)
    - FOR COOPERATIVE (Certificate of Compliance, Menu)
- 4 MANAGEMENT RESERVES THE RIGHT TO REJECT OUTRIGHT ANY CONTINGENT BIDS.
- 5 BID PRICES SHOULD BE VALID 45 DAYS FROM THE DATE OF QUOTATION

\_\_\_\_\_  
**MA. GRACIA SOLIVA-PUNGAY**  
BAC Chairman

After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	Total
	25	pax	Food (3 meals and 2 snacks) for 3 days		
	25	pax	Accommodation (2 nights)		
	3	days	Training Venue		
			<b>Preferences:</b>		
			Appetizer		
			at least 3 main dishes		
			Dessert/Fruits with free flowing coffee/tea		
			Supplier should include the menu together with quotation		
<b>PURPOSE:</b>	For the conduct of Training on Nursery Establishment, Management and Accreditation for Coconut, Cacao and Coffee Batch 3 on December 27-29,2023 at Tanjay City, Negros Oriental.				

\_\_\_\_\_  
Printed Name /Signature  
(Supplier/Dealer)

\_\_\_\_\_  
Telephone No. / Cellphone No. / E-mail Address