

**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
	35	pax	Food (full board) for 5 days		
	35	pax	Accommodation for 4 nights		
	5	days	Training Venue		
			<i>Preferences:</i>		
			<i>-Full board meals with</i>		
			<i>Appetizer</i>		
			<i>At least 3 main dishes</i>		
			<i>Dessert/Fruits</i>		
			<i>with free flowing coffee/tea</i>		
			<i>-Supplier should include the Menu together with the quotation</i>		
			<i>-Room Accommodation: at most 3 pax per 1 room</i>		
			<b>TOTAL:</b>		
<b>PURPOSE:</b>	For the conduct of Before clutching the Bean to Bar Business: Training of Trainers on Cacao Post Harvest Processing on May 6-10,2024 at Pinamungahan, Cebu.				

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

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