

**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
			October 1-3, 2024		
	43	pax	Food (3 meals and 2 snacks) with accommodation and function hall		
			October 4, 2024		
	43	pax	Breakfast and AM Snacks		
			<i>**With flowing coffee/tea during the duration of the activity</i>		
			<i>**Suppliers must be nearest to the airport</i>		
			Inclusions:		
			For Room		
			<i>Twin Sharing air-conditioned room</i>		
			<i>Hot & Cold Shower</i>		
			<i>Clean Accommodation w/ regular</i>		
			<i>Functional outlets</i>		
			For Function Hall		
			<i>Free, steady, and reliable WI-FI Connection</i>		
			<i>Air-conditioned function room for the 43 participants</i>		
			<i>Table & chair set-up for the participants</i>		
			<i>Pillars, if any, should not obstruct the view of the participants towards the stage during the</i>		
			<i>Separate table set-up for Secretariat</i>		
			<i>Continuous water supply and accessible</i>		

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	Total
			<i>Wide-screen projector screen or LED</i>		
			<i>Atleast 2 or 3 Functional Microphone units (w/ chargers and extra batteries)</i>		
			<i>Provision of extension cords</i>		
			<i>Good Lights and Sound System w/ operator</i>		
			Others		
			<i>Ambience promotes learning</i>		
			<i>Accessible emergency exit</i>		
			<i>Provision of trans-in and trans-out</i>		
PURPOSE:	For the participants of the Charting Directions Towards Result-Based Interventions: Technical Review and Planning Workshops for Fiscal Year (FY) 2026 Plans and Budget Proposals on October 1-4, 2024 in Cebu City.				

Printed Name /Signature
(Supplier/Dealer)

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