



REQUEST FOR QUOTATION

DATE: Aug. 25, 2022

PURCHASE REQUEST NO.: ADMIN FUND 2022-08-125

CANVASS NO. 121

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:


EDITHA S. VINUYA
BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	20	servings	September 5, 2022 Dinner (Packed) - Plain rice, chopsuey, fried fish, tinolang manok, fresh fruit and bottled water		
	40	servings	September 6, 2022 (Buffet) Breakfast - Plain rice, corned beef with potato, sunny side up egg and daing na bangus with bottled water		
	40	servings	AM Snacks - Baked mac with toasted bread and bottled softdrinks		
	40	servings	Lunch - Plain rice, sinigang na salmon, fried chicken, pakbet, dessert with bottled water		
	40	servings	PM Snacks - Pancit bihon with toasted siopao and bottled juice		
	40	servings	Dinner - Plain rice, pork humba, bangus sisig, beef nilaga, dessert with bottled water		
	40	servings	September 7, 2022 (Buffet) Breakfast - Plain rice, tortang talong, beef tapa, tinapa with kamatis, fresh fruits and bottled water		
	40	servings	AM Snacks - Beef mani with softdrinks/juice		
	40	servings	Lunch - Plain rice, pork sinigang, adobo manok, relyenong bangus dessert, with bottled water and juice		
	40	servings	PM Snacks - Beef lasagna with toasted bread and softdrinks		
	40	servings	Dinner - Plain rice, beef kare-kare, shanghai, fish tinola, dessert with bottled water		
	20	servings	September 8, 2022 (packed) Breakfast - Plain rice, daing, tocino, ham, fresh fruits and bottled water *Inclusion of flowing coffee, sugar, creamer and water *Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s. The service provider must have business address or restaurant in Quezon City to maintain the freshness and good quality of the food to be served. Staggered Delivery of the food base on the order of the end-user; The service provider must deliver the meals on the proposed time of the required service *The consumption of water and light in the use of the catering function shall be borne by the caterer (a) 1 to 30 pax - P100/day (b) 30 to 50 pax P200/day @ 50 pax or more P300/day. The caterer shall pay on the first day of the even & shall be issued official receipt. It is the duty of the requesting party to inform the caterer of the separate payment of utilities to be incurred.		

PURPOSE:

To be served during the Orientation on the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) on September 5-8, 2022

Pls. submit the following eligibility documents:

- ___ Mayor's/Business Permit
- ___ Income Tax Return
- ___ Notarized Omnibus Sworn Statement
- ___ PhilGEPS Registration Number/Red Membership
- ___ Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) 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, Elliptical Road, Diliman, Quezon City

MODEL: _____
DELIVERY PERIOD: _____
WARRANTY PERIOD: _____
PRICE VALIDITY: _____
CANVASSER BY: _____
DATE: _____
Signature Over printed name of proprietor/Manager
or Authorized Representative