



REQUEST FOR QUOTATION

DATE: Aug. 26, 2022

PURCHASE REQUEST NO.: ADMIN FUND 2022-08-124A

CANVASS NO. 128

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:

*[Signature]*

**EDITHA S. VINUYA**

BAC Chairman

| ITEM NO. | QTY | UNIT    | ITEM AND DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | UNIT PRICE | TOTAL |
|----------|-----|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------|
|          | 35  | serving | <b>Day 1 - Arrival, September 13, 2022</b><br>Dinner (Manage Buffet) - Fish sinigang, pork adobo, ensalada talong, plain rice, banana, bottled water                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |       |
|          | 35  | serving | <b>Day 2 - Seminar Proper, September 14, 2022</b><br>Breakfast (Manage Buffet) - Beef tapa with atchara, scrambled egg, fried fish, bread with butter, plain rice, ripe papaya, coffee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |            |       |
|          | 60  | serving | AM Snacks - Chicken empanada & pineapple juice in can                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |       |
|          | 60  | serving | Lunch (Manage Buffet) - Chicken tinola, roast beef, buttered broccoli, plain rice, fruits in season/pastry, fruit juice/iced tea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |       |
|          | 60  | serving | PM Snacks - Palabok with puto, iced tea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |       |
|          | 35  | serving | Dinner (Manage Buffet) - Chicken menudo, grilled fish, cucumber salad, plain rice, mango, bottled water                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |            |       |
|          | 35  | serving | <b>Day 3 - Seminar Proper, September 15, 2022</b><br>Breakfast (Manage Buffet) - Sunny side up, daing boneless bangus, pork longanisa, plain rice, pandesal w/ butter, banana (lakatan), coffee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |       |
|          | 60  | serving | AM Snacks - Lasagna with garlic bread, iced tea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |            |       |
|          | 60  | serving | Lunch (Manage Buffet) - Beef nilaga, Tufo con lechon, chicken barbeque, mixed vegetable w/ oyster sauce, plain rice, fruits in season/pastry, fruit juice/iced tea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |            |       |
|          | 60  | serving | PM Snacks - Mixed pancit (canton & sotanghon) w/ toasted siopao, Dinner (Manage Buffet) - Hawain pork, fried chicken, ampalaya con Carne, plain rice, fruit in season/pastry, bottled water                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |       |
|          | 35  | serving | <b>Day 4 - Seminar Proper, September 16, 2022</b><br>Breakfast (Manage Buffet) - Salted egg with tomatoes, smoked fish, pork tocino, pandesal w/ butter, fruit in season, coffee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |            |       |
|          | 60  | serving | AM Snacks - Baked macaroni with stick bread, fruit juice/softdrinks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |       |
|          | 60  | serving | Lunch (Manage Buffet) - Beef kaldereta with potatoes and carrots, grilled blue marlin with lemon, chicken lolipop, corn soup, plain rice, pastries, iced tea                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |            |       |
|          | 60  | serving | PM Snacks - Pinipig suman with mango, iced tea/coffee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |            |       |
|          | 35  | serving | Dinner (Manage Buffet) - Sweet & sour lapulapu, beef with mushroom, plain rice, fruit in season, softdrink                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |            |       |
|          | 35  | serving | <b>Day 5 - September 17, 2022</b><br>Breakfast (Packed) - Boiled egg, pork tocino, fried boneless bangus, banana, fruit in season, bottled water<br>Note: Free flowing of coffee and purified water with dispenser<br>*Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s.<br>*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 conduct of Seminar Workshop on Basic Records and Archives Management on September 13 to 17, 2022 at Rural Development and Education Center, ATI Compound, Diliman, Quezon City.

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: \_\_\_\_\_

CANVASS BY: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature Over printed name of proprietor/Manager  
or Authorized Representative