



REQUEST FOR QUOTATION

DATE: Sept. 19, 2022

PURCHASE REQUEST NO.: CDMD FUND 2022-08-18

CANVASS NO.

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
	25	pax	Food (26-30 September 2022)		
			Breakfast		
			2 viands; choices of egg, fish, meat (chicken/pork/beef), fried rice, fresh fruits, fruit juice or coffee/chocolate drink; managed buffet		
	25	pax	AM Snack		
			Light serving choices of cakes, local delicacies, pasta, sandwiches, water and fruit juice/iced tea		
	25	pax	Lunch		
			3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert (fruit in season), fruit juice or iced tea; managed buffet		
	25	pax	PM Snack		
			Light serving choices of cakes, local delicacies, pasta, sandwiches, water and fruit juice/iced tea		
	25	pax	Dinner		
			2 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert (fruit in season), fruit juice or iced tea; managed buffet on 26-29 Sept. and packed dinner 30 Sept.		
			<i>*Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s.</i>		
			<i>All food and beverage items shall be purchased by the requesting party. The catering needs of the requesting party, if any shall be outsourced outside. 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 (c) 50 pax or more - P300/day. The caterer shall pay on the first day of the event & 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</i>		
PURPOSE:					
To be served during the conduct of the Resource Person Development Course (RPDC) on 26-30 September 2022 at the Rural Development Education Center (RDEC), ATI Compound, Elliptical Road, Diliman, Quezon City.					
Pls. submit the following eligibility documents:					
<input checked="" type="checkbox"/> Mayor's/Business Permit					
<input type="checkbox"/> Income Tax Return					
<input checked="" type="checkbox"/> Notarized Omnibus Sworn Statement					
<input checked="" type="checkbox"/> PhilGEPS Registration Number/Red Membership					
<input type="checkbox"/> 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