



REQUEST FOR QUOTATION

DATE: Oct. 18, 2022

PURCHASE REQUEST NO.: ADMIN FUND 2022-10-161

CANVASS NO. 17

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
	211	serving	October 28, 2022 Breakfast/AM Snacks/Lunch/PM Snacks/Dinner (Full Board) 3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/iced tea/water		
	211	serving	November 18 & 25, 2022 Breakfast/AM Snacks/Lunch/PM Snacks/Dinner (Full Board) 3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/iced tea/water		
	211	serving	December 2, 9 & 14, 2022 Breakfast/AM Snacks/Lunch/PM Snacks/Dinner (Full Board) 3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/iced tea/water <i>Provider must be located in Quezon City</i> <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>		

PURPOSE:
 To be served during the Lecture Series Activity: Towards Increased Employee Engagement and Improved Productivity on October 28, November 18, 15 and December 2, 9, 14, 2022 at RDEC ATI Bldg. 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: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

CANVASS BY: _____
 DATE: _____