



**REQUEST FOR QUOTATION**

DATE: Oct. 10, 2022

**PURCHASE REQUEST NO.: ADMIN FUND 2022-10-152**

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 |
|----------|-----|----------|--|------------|-------|
|          |     |          | Foods  |            |       |
|          | 40  | servings | <b>October 19, 2022</b><br>Dinner (packed)<br>3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/water  |            |       |
|          | 50  | servings | <b>October 20-21, 2022</b><br>Breakfast/AM Snacks/Lunch/PM Snacks/Dinner (buffet)<br>3 viands; choices of vegetable, fish, meat- chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/iced tea/water  |            |       |
|          | 40  | servings | <b>October 22, 2022</b><br>Breakfast/AM Snacks (packed)<br>Light serving choices of cakes, local delicacies, pasta, sandwiches, and fresh fruits/fruit juice/water<br><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><br><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 &amp; shall be issued official receipt. It is the duty of the requesting party to inform the caterer of the separate payments/utilities to be incurred</i> |            |       |

**PURPOSE:**

To be served during the Training on Performance Coaching and Monitoring for Successful Leadership on October 20-21, 2022 at RDEC

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

