



REQUEST FOR QUOTATION

DATE: Nov. 3, 2022

PURCHASE REQUEST NO.: ISD FUND 2022-10-56

CANVASS NO. 53

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	Meals November 9-11, 2022 (3 days) • Buffet (Full board: Breakfast, AM Snacks, Lunch, PM Snacks, Dinner) November 12, 2022 (1 day) • Packed (Breakfast) Note: Breakfast shall include at least: -Brewed coffee/tea and bottled water -fried rice/steamed rice -fried/boiled/scrambled egg -1 kind of meat viands/dishes such as fish, pork, poultry, & beef w/ more lean meat and less fat -fresh fruits Lunch and dinner shall include at least: -two (2) kinds of meat viands/dishes (fish, pork, chicken, & beef w/ more lean meat and less fat -vegetable dish/salad -plain rice -dessert -drinks (water/fruit juice/coconut juice/soft drinks, in can/bottle) <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 for the participants of the Techno Gabay Program Review and Planning Workshop at ATI-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: _____
 CANVASSED BY: _____
 DATE: _____

Signature Over printed name of proprietor/Manager
 or Authorized Representative

