



**REQUEST FOR QUOTATION**

DATE: Nov. 16, 2022

**PURCHASE REQUEST NO.: PAD (RBO) FUND 2022-11-68**

CANVASS NO. 75

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
	30	servings	<b>Youth in Agripreneurship Awarding Ceremony - December 18, 2022</b> PM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices) - buffet		
	30	servings	Dinner (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet		
	40	servings	<b>Youth in Agripreneurship Awarding Ceremony - December 19, 2022</b> Breakfast (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet		
	40	servings	AM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices) - buffet		
	40	servings	Lunch (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet		
	40	servings	PM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juices) - buffet		
	40	servings	Dinner (3 viands choices of vegetables, fish, meat - chicken/pork/beef with soup, rice, dessert, fresh fruit juices and bottled water) - buffet		
	1	lot	Stage Arrangement Fresh flowers Round tables and chairs <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 &amp; 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 Awarding Ceremony for the Youth in Agripreneurship on December 18-19, 2022

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