



REQUEST FOR QUOTATION

DATE: Dec. 6, 2022

PURCHASE REQUEST NO.: ADMIN FUND 2022-11-194

CANVASS NO. 183

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
EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	200	servings	Food (Buffet) December 23, 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/softdrinks *Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s. 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		

PURPOSE:
 To be served during the ATI Year-end General Assembly and Thanksgiving on December 23, 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: _____

Editha S. Vinuya
 Signature Over printed name of proprietor/Manager
 or Authorized Representative

CANVASS BY: _____
 DATE: _____

DEC 7 2022
Clarke