



REQUEST FOR QUOTATION

DATE: Dec. 6, 2022


PURCHASE REQUEST NO.: PAD FUND 2022-11-74B

CANVASS NO. 86

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
			December 18, 2022		
	50	servings	AM Snacks		
	50	servings	Lunch		
	70	servings	PM Snacks		
	80	servings	Dinner		
			December 19-20, 2022		
	80	servings	Breakfast		
	80	servings	AM Snacks		
	80	servings	Lunch		
	80	servings	PM Snacks		
	80	servings	Dinner		
			December 21, 2022		
	50	servings	Breakfast		
			Breakfast: Rice, 3 viands (chicken, pork, fish or beef), choice of vegetables, soup, fresh fruit juice, coffee or bottled water		
			Snacks: Pasta, pastry and fruit juice/bottled water/softdrinks		
			Lunch/Dinner: Rice, 3 viands (chicken, pork, fish or beef), choice of vegetables, soup, fresh fruit juice, or bottled water		
			Inclusion:		
			December 18-20, 2022		
			With free-flowing coffee		
			December 19-20, 2022		
			Stage and Entrance Design		
			Table and chair cover and arrangement		
			*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 Extension Partners Forum on December 18-21, 2022 at Rural Development and Education Center, ATI Compound, 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: _____
CANVASSED BY: _____
DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative

PPDAC Secretariat Office
DEC 07 2022
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