



REQUEST FOR QUOTATION

DATE: Jan. 6, 2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-01-13

CANVASS NO. 13

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
	350	servings	Managed Buffet January 25, 2023 - Wednesday Breakfast - Beef tapa with atchara, sunny side up, daing na bangus, bread and butter, plain rice, fruit in season, coffee/chocolate malt beverage AM Snacks - Korean chapchae with stick bread & fruit juice/soft drinks Lunch - Corn soup, beef bbq, pork hawaiian stew, chicken cordon bleu, buttered broccoli, lechon, plain rice, buko pandan/assorted pastries, fruit juice/iced tea PM Snacks - Lasagna with garlic bread, iced tea Dinner - Squash soup, tufo con lechon, chicken bbq, sweet and sour lapu-lapu, Stir-fry vegetable in oyster sauce, plain rice, fruits in season/pastry, fruit juice/iced tea Fellowship night - Pasta, shanghai roll, thai spring rolls, pork bbq, mixed nuts, chips, sandwiches, chicken lollipop and other drinks		
	350	servings	January 26, 2023 - Thursday Breakfast - Salted egg with tomato, smoked fish, pork tocino, pandesal with butter, plain rice, fruit in season, coffee/chocolate malt beverage AM Snacks - Chicken empanada and pineapple juice in can Lunch - Beef kaldereta, grilled blue marlin in lemon sauce, chicken teriyaki, mushroom soup, plain rice, pastries, fruit juice/iced tea PM Snacks - Mixed pancit (canton & sotanghon) with toasted siopao, iced tea Includes: Free flowing coffee, water with dispenser/bottled water, table set-up, table skirting, venue/hall decoration with flowers, crew, water, and anniversary cake (2 layers)		
	200	servings	*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 36th Founding Anniversary on January 25-26, 2023 at 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: _____
CANVASSER BY: _____
DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative