



REQUEST FOR QUOTATION

DATE: Jan. 11, 2023

PURCHASE REQUEST NO.: PPD FUND 2023-01-01

CANVASS NO. 01

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
	88	serving	January 22, 2023 (Buffet) Dinner - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/beef with soup, dessert and bottled calamansi juice		
	100	serving	January 23, 2023 (Buffet) Breakfast - Plain rice, 2 viands choices of egg, fried bangus or daing, tortang talong, bread with any kind of spread, and fresh fruits AM Snack - Pansit (no pork) with bread and orange juice Lunch - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/ beef with soup, fruits and fresh cucumber juice		
	100	serving	PM Snack - Mami with siopao asado (no pork) and lemon juice		
	100	serving	Dinner - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/beef with soup, dessert and lemon juice		
	100	serving	January 24, 2023 (Buffet) Breakfast - Plain rice, 2 viands choices of scrambled egg, beef tapa with atchara, smoked fish, bread with butter and fresh fruits AM Snack - Tongue with egg and togu and blue lemonade juice Lunch - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/ beef with soup, fruits and fresh buko juice		
	100	serving	PM Snack - Lasagna with garlic bread and orange juice		
	100	serving	Dinner - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/beef with soup, dessert and bottled calamansi juice		
Note: Inclusion of following items: • Free flowing purified water, coffee, tea, creamer and sugar during the whole activity • Design of the stage and venue • Round tables and chairs with cover • Waiters *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:

Food to be served during the FY 2022 Annual Performance Review and FY 2023 Commitment Signing at RDEC Function Hall, ATI Compound, Elliptical Road, 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