



REQUEST FOR QUOTATION

DATE: Mar. 22, 2023

PURCHASE REQUEST NO.: CDMD FUND 2023-03-13

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
			FOOD 17 April 2023		
	16	pax	w/ free flowing coffee, tea, and water; include mint/menthol candies		
	16	pax	PM Snack - Light serving, choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)		
	16	pax	Dinner - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea		
			Food 18-19 April 2023 (2 days)		
	30	pax	w/ free flowing coffee, tea, and water; include mint/menthol candies		
	30	pax	Breakfast - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef, egg with soup, (fried) rice, fresh fruits, fruit juice or iced tea		
	30	pax	AM Snack - Light serving, choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)		
	30	pax	Lunch - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea		
	30	pax	PM Snack - Light serving, choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)		
	30	pax	Dinner - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea		
			Note: Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service		
			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 conduct of the Capability Building on Writing Purposive Training and Activity Designs on 17-19 April 2023 at the RDEC, ATI Compound, Elliptical Road, 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: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

CANVASED BY: _____

DATE: _____