



REQUEST FOR QUOTATION

DATE: Mar. 2, 2023

PURCHASE REQUEST NO.: ISD FUND 2023-02-21

CANVASS NO. 19

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
	35	pax	Meals		
	35	pax	March 20-22 (Full Board) - buffet		
			March 23 packed (Bfast and AM Snacks) - packed		
			Shall include at least:		
			Chicken or beef with more lean meat and less fat		
			Vegetable dish		
			Plain Rice		
			Dessert		
			Any fish except cream dory		
			Drinks (water/buko juice/iced tea)		
			Each snack shall include the following:		
			Traditional Filipino delicacy or noodles		
			Bottled water/juice/iced tea		
			Unlimited water and brewed coffee		
			Venue:		
			Agricultural Training Institute Rural Development Education Center (ATI-RDEC) Training Hall		
			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:
 For the Training on Basic Communication Skills for ATI New Entrants.

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

CANVASS BY: _____
 DATE: _____