



REQUEST FOR QUOTATION

DATE: 4/18/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-04-80

CANVASS NO. 57

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:

for: Lina O G 4/19

EDITHA S. VINUYA

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	283	serving	Packed AM Snack		
	283	serving	Lunch		
	283	serving	PM Snack		
			see attached Terms of Reference (TOR)		
			"Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service(s) for the last six (6) months"		

PURPOSE:

Supply and delivery of meals for the various meetings and other activities of AFU-OD, PPD and CDMD (consolidated meals).

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: _____



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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 E-mail: ati_director@ati.da.gov.ph & ati_director@yahoo.com
 URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

TERMS OF REFERENCE

Supply and delivery of meals (packed) for the various meetings and other activities of AFU-OD, PPD and CDMD (consolidated meals).

Requirements:

- The service provider must have a very satisfactory feedback rating from the previous transactions in ATI and not been a subject of any complaint from various Offices/ Units/ Divisions of ATI-CO for the last six months
- Staggered Delivery of the food base on the order of the end-user
- The service provider must deliver the meals on the proposed time of the required services:
 - Am Snacks - 9:00 am to 10:00am
 - Lunch - 11:00am to 11:30am
 - PM Snacks - 2:30pm to 3:00pm
- The service provider must serve for an adult serving, with the following viands:

Lunch	<ul style="list-style-type: none"> • 1 Serving plain rice (at least 200 grams or 1 standard cup) • 2 Main Dishes: <ul style="list-style-type: none"> - 1 serving of Meat viands/ or dishes, such as pork/ chicken/beef/ seafood (at least 150 grams) with more lean meat and less fat - 1 serving of Fish Viands (except cream dory) • 1 serving of Vegetables viands/ or dishes (at least 100grams) • 1 serving of Dessert <ul style="list-style-type: none"> - Fruits in Season (At least 50 grams) - Leche Flan, Gulaman (buko pandan, coffee jelly, etc.) • fresh fruit juice and bottled water <p>*Coffee, Milo or Tea for Breakfast</p>
Morning or Afternoon Snacks	<ul style="list-style-type: none"> • 1 serving of drinks (at least 200ml) of any of the following: <ul style="list-style-type: none"> - Softdrinks - Coffee or Hot Chocolate - Iced tea - Buko Juice - Bottled water • 1 serving of any of the following:



	<ul style="list-style-type: none">- noodles with chicken, No Pork, such as but not limited to, pansit/ mami/ lomi, etc. (at least 200 grams per serving) OR pasta dishes (at least 200 grams per serving);- Plus, a combination of any of the following: banana cue, turon, camote fries, etc. (at least 50 grams per serving);- Traditional Filipino delicacies such as kakanin, suman, etc. (at least 50 grams per serving);- Cakes or pastries (at least 50grams per serving)- Clubhouse sandwiches with filling of any of the following combination: ham with egg and tomato, ham with cheese and coleslaw, hotdog and cheese, tuna with coleslaw, chicken with coleslaw etc. (at least 3 layers)- Dim sum-style meals (at least 100 grams per serving)- Congee or lugaw or Arrozcaldo (at least ¾ full of medium-sized bowl) with egg
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- Supplier's kitchen, food preparation or cooking area must be identified and is within Quezon City to ensure freshness of meals being served.
- The procuring entity reserves the right to inspect the supplier's kitchen or food preparation area to ensure quality of food and to enforce health protocols.
- The service provider must assign a contact person that will deal with the ATI request. The contact person must be available via phone at all times at working hours.