



**REQUEST FOR QUOTATION**

DATE: 03/29/2023

PURCHASE REQUEST NO.: PAD (HVCDP) FUND 2023-03-18

CANVASS NO. 17

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
			<b>May 31, 2023</b> Food for the ATI-ATihan 2023: Pistang Ani ng Bayan		
	80	pax	<b>AM Snacks</b> Serving of healthy snacks Serving of fresh juice		
	80	pax	<b>Lunch</b> 3 viands 1 vegetable Serving of fresh juice Rice 1 dessert/fruits Bottled water		
	80	pax	<b>PM Snacks</b> Serving of healthy snacks Serving of fresh juice <b>Additional</b> Set-up tables with skirting Center table design Free flowing coffee and hot tea with disposable cups provided Free flowing water with disposable cups provided Catering services Provision of Pikapika		
			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 conduct of the ATI-ATihan 2023: Pistang Ani ng Bayan (Harvest Festival and Field Day) on May 31, 2023, at the ATI Compound, 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