



REQUEST FOR QUOTATION

DATE: 5/19/2023

PURCHASE REQUEST NO.: CDMD FUND 2023-05-23

CANVASS NO. 20

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
	16	pax	Food 19 Jun 2023 (1 day) PM Snack (packed) - Light serving choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)		
	16	pax	Dinner (packed) - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea		
			Food 20-22 Jun 2023 (3 days) w/ free flowing coffee, tea and water; include mint/menthol candies		
	28	pax	Breakfast -3 viands; choices of vegetables, fish, meat - chicken/pork/beef, egg with soup, (fried) rice, fresh fruits, fruit juice or iced tea		
	28	pax	AM Snack - Light serving choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)		
	28	pax	Lunch - 3 viands; choices of vegetable, fish, meat - chicken/pork/beef with soup, rice, dessert, fruit juice or iced tea		
	28	pax	PM Snack - Light serving choices of cakes, local delicacies, pasta, sandwiches, and fresh fruit juice (preferably buko juice)		
	28	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 Workshop on Finalizing the Competency-based Curricula for Agricultural Extension Workers on June 19-22, 2023 at the ATI Mess Hall.

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: _____