



REQUEST FOR QUOTATION

DATE: 05/29/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-05-103

CANVASS NO. 11

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
			FY 2023 Mid-Year Finance Cluster Forum on July 10 - 11, 2023		
			Food		
			July 9, 2023		
	40	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	40	servicing	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fruit juice and bottled water - Buffet		
			July 10, 2023		
	52	servicing	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, fresh fruit, fruit juice and bottled water - Buffet		
	52	servicing	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	52	servicing	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, fresh fruit, fruit juice and bottled water - Buffet		
	52	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	52	servicing	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fruit juice and bottled water - Buffet		
			July 11, 2023		
	52	servicing	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, fresh fruit, fruit juice and bottled water - Buffet		
	52	servicing	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	52	servicing	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, fresh fruit, fruit juice and bottled water - Buffet		
	52	servicing	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	52	servicing	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fruit juice and bottled water - Buffet		

PURPOSE:
To be served during the conduct of FY 2023 Mid-Year Finance Cluster Forum

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: _____