



REQUEST FOR QUOTATION

DATE: 05/30/2023

PURCHASE REQUEST NO.: CDMD FUND 2023-05-27

CANVASS NO. 23

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
	17	pax	Food July 11-14, 2023 Breakfast (3 viands; choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and bottled water) - Buffet AM Snack (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice) Lunch (3 viands; choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and bottled water) - Buffet PM Snack (Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice) 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 utilized during the conduct of the CDMD FY 2023 Midyear Assessment Performance Review and FY 2024 Budget Execution Workshop on July 11-14, 2023 at Training Hall 2, ATI Building, Diliman, 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: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative

CANVASSER BY: _____

DATE: _____