



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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REQUEST FOR QUOTATION

DATE: 06/29/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-06-121

CANVASS NO. 88

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
			Training in Advanced Excel Operations on July 12-14, 2023		
			July 12, 2023		
	54	serving	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
	54	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	54	serving	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
	54	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	54	serving	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
			July 13, 2023		
	54	serving	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
	54	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	54	serving	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
	54	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	54	serving	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
			July 14, 2023		
	54	serving	Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
	54	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	54	serving	Lunch - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		
	54	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	54	serving	Dinner - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	32	servings	<p>July 15, 2023 Breakfast - 3 viands; choices of vegetables, fish, meat (chicken/beef), egg, soup, plain rice, dessert, fresh fruit, fresh juice and bottled water - Buffet</p> <p>Note: Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service</p> <p>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</p>		

PURPOSE:

To be served during the conduct of Training on Excel Operations - Advance Level on July 12-14, 2023

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: _____

CANVASED BY: _____

DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative