



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792
Email: ati_director@ati.da.gov.ph & ati_director@yahoo.com
URL: http://www.ati.da.gov.ph; www.e-extension.gov.ph

REQUEST FOR QUOTATION

DATE: 09/21/2023

PURCHASE REQUEST NO.: PAD FUND 2023-09-58

CANVASS NO. CR

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
	500	pax	AM Snacks (packed)		
	500	pax	Lunch (packed)		
	500	pax	PM Snacks (packed)		
			See attached Terms of Reference (TOR)		

PURPOSE:

To be served in various PAD meetings - 4th Quarter 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: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative

CANVASED BY: _____

DATE: _____

BAG Secretariat Office
RECEIVED
SEP 22 2023
BY: FILE CDMD
10:52



TERMS OF REFERENCE (TOR) SERVICE PROVIDER OF MEALS

This TOR is for the service provider of meals for the various meetings of the Partnership and Accreditation Division (PAD) for the fourth quarter of 2023 at ATI, Elliptical Road, Diliman, Quezon City.

Requirements:

- The service provider must have a very satisfactory feedback rating from the previous transactions in ATI (at least 3 transactions), and not be a subject of any complaint from various Offices/ Units/ Divisions of ATI-CO.
- The service provider must have a business address or restaurant in Quezon City to maintain the freshness and good quality of the food to be served.
- Staggered Delivery of the food based on the order of the end-user.
- The service provider must deliver the meals at the following time:
 - Am Snacks - 9:00 AM to 9:30 AM
 - Lunch - 11:00 AM to 11:30AM
 - PM Snacks - 2:30 PM to 3:00 PM
- The service provider must serve an adult serving, with the following viands:
**Subject to change.*

*Lunch (packed)	<ul style="list-style-type: none"> • 1 serving of plain rice (at least 200 grams or 1 standard cup) • 2 Main Dishes: <ul style="list-style-type: none"> - 1 serving of meat dishes, such as pork/ chicken/beef/ seafood (at least 150 grams) with more lean meat and less fat - 1 serving of fish (except cream dory) • 1 serving of vegetable or dishes (at least 100grams) • 1 serving of dessert <ul style="list-style-type: none"> - Fruits in Season (At least 50 grams) - Leche Flan, Gulaman (buko pandan, coffee jelly, etc.) • Fresh fruit juice and bottled water
*Morning or Afternoon Snacks (Packed)	<ul style="list-style-type: none"> • 1 serving of drinks (at least 200ml) of any of the following: <ul style="list-style-type: none"> - Softdrinks - Coffee or Hot Chocolate - Iced tea - Buko Juice - Bottled water




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	<ul style="list-style-type: none"> • 1 serving of any of the following: <ul style="list-style-type: none"> - noodles with chicken, No Pork, such as but not limited to, pansit/ mami/ lomi, etc. (at least 200 grams per serving) OR pasta dishes (at least 200 grams per serving); - Plus, a combination of any of the following: banana cue, turon, camote fries, etc. (at least 50 grams per serving); - Traditional Filipino delicacies such as kakawin, suman, etc. (at least 50 grams per serving); - Cakes or pastries (at least 50grams per serving) - Clubhouse sandwiches with filling of any of the following combinations: ham with egg and tomato, ham with cheese and coleslaw, hotdog and cheese, tuna with coleslaw, chicken with coleslaw, etc. (at least 3 layers) - Dim sum-style meals (at least 100 grams per serving) - Congee or lugaw or Arrozcaldo (at least $\frac{3}{4}$ full of medium-sized bowl) with egg
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- Supplier's Kitchen, food preparation, or cooking are be identified and is within Quezon City to ensure the freshness of meals being served.
- The service provider must assign a contact person that will deal with the ATI request. The contact person must be available via phone at all times during working hours.

Approved by:


NEMIELYNN P. PANGILINAN
 OIC- Division Chief,PAD