



REQUEST FOR QUOTATION

DATE: 12/07/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-12-213

CANVASS NO. 166

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
	165	pax	Meals for the Synergy Enhancement Activity on December 21, 2023 Fullboard meals Breakfast, AM Snacks, Lunch, PM Snacks and Dinner Breakfast - Fried rice, 2 viands choices of egg, tocino, fried bangus (daing), corned beef, tortang talong, longganisa, tapa or ham and fruits Lunch and Dinner - Plain rice, soup, fruits and juice; at least 3 viands choices of vegetables, fish, seafoods, chicken and pork/beef AM/PM Snacks - Choice of pasta with bread; clubhouse sandwich; native Filipino kakanin -free flowing coffee and water 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 Synergy Enhancement Workshop on December 21, 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

CANVASS BY: _____
 DATE: _____