



REQUEST FOR QUOTATION

DATE: 01/08/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-01-04

CANVASS NO. 02

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
	72	servicing	1/15/2024 (Day 0) Full baord		
	72	servicing	January 16-19, 2024 Full baord		
	72	servicing	January 20, 2024 Breakfast, AM, Lunch, PM, Dinner		
			Venue RTC-CAR Food: 3 viands, dessert and drinks		

PURPOSE:

To be served during the Year-end Assessment and Operational Planning for FY 2023 and Preparation of 2024 Work and Financial Plans

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: _____

CANVASS BY: _____

DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative