



REQUEST FOR QUOTATION

DATE: 01/22/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-01-17

CANVASS NO. 17

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
			Feb. 1, 2024		
	80	pax	Lunch (Drinks, Rice, 4 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
	80	pax	PM Snack (Drinks & choice of snack)		
	80	pax	Dinner (Drinks, Rice, 4 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
			Feb. 2, 2024		
	73	pax	Breakfast (Coffee/drinks, rice, 4 viands, dessert/fruits)		
	365	pax	AM Snack (Drinks & choice of snack)		
	365	pax	Lunch (Drinks, Rice, 4 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
	365	pax	PM Snack (Drinks & choice of snack)		
	365	pax	Dinner (Drinks, Rice, 4 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
	269	pax	Fellowship Night: Pasta, Shaghai rolls, Thai spring rolls, pork bbq, mixed nuts, chips, sandwiches, chicken lollipop, fruits and other drinks		
			Feb. 3, 2024		
	182	pax	Breakfast (Coffee/drinks, rice, 3 viands, dessert/fruits)		
	182	pax	AM Snack (Drinks & choice of snack)		
	182	pax	Lunch (Drinks, Rice, 3 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
	182	pax	PM Snack (Drinks & choice of snack)		
	113	pax	Dinner (Drinks, Rice, 3 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
			Feb. 4, 2024		
	113	pax	Breakfast (Coffee/drinks, rice, 3 viands, dessert/fruits)		
	113	pax	Lunch (Drinks, Rice, 3 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
	113	pax	Dinner (Drinks, Rice, 3 viands (vegetables, fish, & pork/beef/chicken), dessert/fruits)		
			Feb. 5, 2024		
	48	pax	Breakfast (Coffee/drinks, rice, 3 viands, dessert/fruits) 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:

Food/catering services to be served during the ATI 37th Anniversary on Feb. 1 to 4, 2024

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: _____
 CANVASSER BY: _____
 DATE: _____

Signature Over printed name of proprietor/Manager
 or Authorized Representative