



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

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REQUEST FOR QUOTATION

DATE: 01/02/2023

PURCHASE REQUEST NO.: PPD FUND 2024-01-03

CANVASS NO. 04

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
	20	servings	January 28, 2024 Dinner (Buffet) - Rice, 3 viands, fresh fruit, and fresh juice/ soft drinks		
	20	servings	January 29, 2024 Breakfast (Buffet) - Rice, 2 viands and fruits		
	20	servings	AM Snacks (Buffet) - 1 viand with fresh juice		
	20	servings	Dinner (Buffet) - Rice, 3 viands, dessert, and fresh juice/ soft drinks		
	20	servings	PM Snack (Buffet) - 1 viand with fresh juice		
	20	servings	Dinner (Buffet) - Rice, 3 viands, fresh fruit, and fresh juice/ soft drinks		
	20	servings	January 30, 2024 Breakfast (Buffet) - Rice, 2 viands and fruits		
	20	servings	AM Snacks (Buffet) - 1 viand with fresh juice		
	20	servings	Dinner (Buffet) - Rice, 3 viands, dessert, and fresh juice/ soft drinks		
	20	servings	PM Snack (Buffet) - 1 viand with fresh juice		
	76	servings	Dinner (Buffet) - Rice, 3 viands, fresh fruit, and fresh juice/ soft drinks		
	86	servings	January 31, 2024 Breakfast (Buffet) - Rice, 2 viands and fruits		
	86	servings	AM Snacks (Buffet) - 1 viand with fresh juice		
	86	servings	Dinner (Buffet) - Rice, 3 viands, dessert, and fresh juice/ soft drinks		
	86	servings	PM Snack (Buffet) - 1 viand with fresh juice		
	86	servings	Dinner (Buffet) - Rice, 3 viands, fresh fruit, and fresh juice/ soft drinks		
	86	servings	February 1, 2024 Breakfast (Buffet) - Rice, 2 viands and fruits		
	86	servings	AM Snacks (Buffet) - 1 viand with fresh juice		
	86	servings	Dinner (Buffet) - Rice, 3 viands, dessert, and fresh juice/ soft drinks		
	86	servings	PM Snack (Buffet) - 1 viand with fresh juice		
	86	servings	Dinner (Buffet) - Rice, 3 viands, fresh fruit, and fresh juice/ soft drinks		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			<p>Inclusion of following items:</p> <ul style="list-style-type: none"> - Buffet table set-up - Free flowing purified water, coffee tea, creamer and sugar during the whole duration of the activity - Use of catering equipment <p>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 activity entitled ATI's FY 2023 Annual Performance Review and FY 2024 Planning Workshop.

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

CANVASSED BY: _____

DATE: _____