



REQUEST FOR QUOTATION

DATE: 1/25/2024

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

CANVASS NO. 06

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
			March 4, 2024		
	29	servings	AM Snack (Buffet) - Arozcaldo with tokwa and baboy Buko juice		
	29	servings	Lunch (Buffet) - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/beef with soup, fruits and softdrinks		
	29	servings	PM Snack (Buffet) - Pansit bihon with toasted siopao Lemon juice		
			March 5, 2024		
	29	servings	AM Snack (Buffet) - Club house sandwich Calamansi juice		
	29	servings	Lunch (Buffet) - Plain rice, 3 viands choices of vegetables, fish (no cream dory), seafood, chicken/beef with soup, fruits and softdrinks		
	29	servings	PM Snack (Buffet) - Spaghetti with bread Cucumber juice		
			Others: Free flowing coffee, tea and water Provision of brown sugar and creamer		
			Prospective supplier must have at least very 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 ATI Central Office 21st Management Review at RDEC Training Room, ATI Compound, Elliptical Road, Diliman, Quezon City.

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: _____