



REQUEST FOR QUOTATION

DATE: 03/07/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-03-46

CANVASS NO. 39

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:

MILAGROS C. URBANO

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			Food		
			March 22, 2024		
	20	serving	AM Snack - Bread/cake, juice		
	200	serving	Lunch (buffet) - 2 viands (meat and fish), 1 vegetable, rice, soup, desserts, juice or softdrinks		
	200	serving	PM Snack - Pasta, juice		
			March 25, 2024		
	110	serving	AM Snack - Bread/cake, juice		
	110	serving	Lunch (buffet) - 2 viands (meat and fish), 1 vegetable, rice, soup, desserts, juice or softdrinks		
			March 26, 2024		
	70	serving	AM Snack - Pasta with bread, juice		
	70	serving	Lunch (buffet) - 2 viands (meat and fish), 1 vegetable, rice, soup, desserts, juice or softdrinks		
			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 for the International Women's Month Celebration on March 22, 25 and 26, 2024 at ATI-RDEC, 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

CANVASED BY: _____

DATE: _____