



REQUEST FOR QUOTATION

DATE: 03/13/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-03-51

CANVASS NO. 44

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
	1033	pax	Conso Meals for ATI Meetings/Activities		
	1033	pax	AM Snack - drinks & choice of snack		
	1033	pax	Lunch - drinks, 3 viands (vegetable, fish & pork/beef/chicken), rice , dessert/fruits		
	1033	pax	PM Snack - drinks & choice of snack		
			*Please see attached Terms of Reference		

PURPOSE:

Supply of food/catering services of conso-meal for official meetings/activities of ATI Offices/Divisions/Units.

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

CANVASSER BY: _____

DATE: _____



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TERMS OF REFERENCE (For Packed Meals)

Supply and delivery of meals (packed) for the various meetings and other activities of Admin and Finance Units - Office of the Director (AFU-OD), Information Services Office (ISD), Career and Development Management Division (CDMD), Partnership and Accreditation Division (PAD) and Planning and Policy Division (PPD) (consolidated meals).

Requirements:

1. Staggered Delivery of the food based on the order-basis of the end-user.
2. The service provider must deliver the meals at the proposed time of the required services:
 - Am Snacks - 9:00 am to 10:00am
 - Lunch - 11:00am to 11:30am
 - PM Snacks - 2:30 pm to 3:00 pm
3. The service provider must serve an adult serving, with the following viands:

MORNING OR AFTERNOON SNACKS
<p>a) 1 serving of drinks (at least 200ml) of any of the following:</p> <ul style="list-style-type: none"> ● Soft drinks ● Coffee or Hot Chocolate or Hot Tea ● Iced tea ● Buko Juice ● Bottled water <p>b) 1 serving of any of the following:</p> <ul style="list-style-type: none"> ● Noodles with chicken, No Pork, such as but not limited to, pansit/ mami/ lomi, etc. (at least 200 grams per serving) OR pasta dishes (at least 200 grams per serving). ● Plus, a combination of any of the following: banana cue, turon, camote fries, etc. (at least 50 grams per serving). ● Traditional Filipino delicacies such as kakanin, suman, etc. (at least 50 grams per serving). ● Cakes or pastries (at least 50 grams per serving). ● Clubhouse sandwiches with filling of any of the following combinations: ham with egg and tomato, ham with cheese and coleslaw, hotdog and cheese, tuna with coleslaw, chicken with coleslaw, etc. (at least 3 layers). ● Dim sum-style meals (at least 100 grams per serving). ● Congee or lugaw or Arrozcaldo (at least ¾ full of medium-sized bowl) with egg and/or chicken
LUNCH
<p>a) 1 Serving plain rice (at least 200 grams or 1 standard cup)</p> <p>b) 2 Main Dishes:</p> <ul style="list-style-type: none"> ● 1 serving of Meat viands/ or dishes, such as pork/ chicken/beef/ seafood (at least 150 grams) with more lean meat and less fat

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URL: <http://www.ati.da.gov.ph>; www.e-extension.gov.ph

- 1 serving of Fish Viands (except cream dory)
- c) 1 serving of Vegetables viands/dishes (at least 100grams)**
- d) 1 serving of Dessert:**
 - Fruits in Season (At least 50 grams)
 - Leche Flan, Gulaman (buko pandan, coffee jelly, etc.)
- e) 1 serving of fresh fruit juice and bottled water**

4. The procuring entity reserves the right to inspect the supplier's kitchen or food preparation area to ensure food quality and enforce health protocols.
5. The service provider must assign a contact person to handle the ATI request and the information shall be included in the bid proposal. The contact person must be available via phone at all times during working hours, and if possible after office hours for emergency requests.
6. Packed foods shall include condiments needed in the servings, a spoon and fork, and a table napkin.
7. Containers to be used must be environmentally friendly as much as possible.

Prepared by:


ARLENE GEMINIANA S. NILO
OIC, Supply Management Office
(Consolidated based on the approved APP)

Approved by:


REMELYN E. RECOTER, MNSA, CESO III
Director IV