



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. No. (63-2) 8929-8941 to 49 & 8928-7397 Fax No. (63-2) 8920-9792
Email: ati_director@ati.da.gov.ph & ati_director@yahoo.com
URL: http://www.ati.da.gov.ph; www.e-extension.gov.ph

DATE: 03/18/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-03-53

CANVASS NO. 42

REQUEST FOR QUOTATION

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:

MB

MILAGROS C. URBANO

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	30	serving	May 7, 2024 Dinner - 3 viands; choices of vegetable, chicken/beef with soup, rice, dessert, fresh juices and bottled water		
	60	serving	May 8, 2024 (Full board) Breakfast - 3 viands; choices of vegetable, fish/meat/chicken/pork/beef, egg with soup, plain rice, fresh fruits, fruit juice/iced tea/water with free flowing coffee		
	60	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches, burger with fresh fruit juices		
	60	serving	Lunch - 3 viands; choices of vegetable, chicken/beef with soup, rice, dessert, fresh juices and bottled water		
	60	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches, burger with fresh fruit juices		
	60	serving	Dinner - 3 viands; choices of vegetable, chicken/beef with soup, rice, dessert, fresh juices and bottled water		
	60	serving	May 9, 2024 (Full board) Breakfast - 3 viands; choices of vegetable, chicken/beef with soup, rice, dessert, fresh juices and coffee		
	60	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches, burger with fresh fruit juices		
	60	serving	Lunch - 3 viands; choices of vegetable, chicken/beef with soup, rice, dessert, fresh juices and bottled water		
	60	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches, burger with fresh fruit juices		
	60	serving	Dinner - 3 viands; choices of vegetable, chicken/beef with soup, rice, dessert, fresh juices and bottled water		
	40	serving	May 10, 2024 Breakfast - 3 viands; choices of vegetable, chicken/beef with soup, rice, dessert, fresh juices and coffee		
<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 conduct of Orientation on Strategic Performance Management System and other Human Resource Policies on May 8-9, 2024 at RDEC, ATI Bldg., 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: _____
CANVASS BY: _____
DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative