



DATE: 05/08/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-04-77

CANVASS NO. 62

REQUEST FOR QUOTATION

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposefully 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
			July 1, 2024		
	66	serving	Lunch - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet		
	66	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	66	serving	Dinner - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet		
			July 2-4, 2024		
	66	serving	Breakfast - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), egg, soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet		
	66	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	66	serving	Lunch - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet		
	66	serving	PM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	66	serving	Dinner - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet		
			July 5, 2024		
	66	serving	Breakfast - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), egg, soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - buffet		
	66	serving	AM Snacks - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	66	serving	Lunch - 3 viands: choices of vegetables, fish, meat (pork/chicken/ beef), soup, plain rice, dessert, fresh fruit, fruit juice and bottled water) - packed *with free flowing brewed coffee		

PURPOSE:

For the conduct of FY 2024 Administrative and Finance Midyear Cluster Forum on ATI-RDEC on July 1-5, 2024.

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: _____
 CANVASSED BY: _____
 DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative