



REQUEST FOR QUOTATION

DATE: 05/08/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-04-80

CANVASS NO. 63

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
	20	serving	Food Day 1 (Breakfast, AM/PM, Lunch, Dinner) Day 2 (Breakfast, AM/PM, Lunch, Dinner) Day 3 (Breakfast, AM/PM, Lunch, Dinner) Day 3 (PM Snack) Breakfast - Three (3) viands, rice, coffee, fresh fruits AM/PM - Pasta, juice, softdrinks (cocojuice) Lunch - Three (3) viands, rice, fresh fruits (fish, pork/beef and veggies) with overflowing coffee, buffet Supplier: With satisfactory rating Winning bidder shall submit menu before conduct for approval of the project officer All caterers and uniformed waiters are included Training room and buffet set-up included 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 paymentof utilities to be incurred		
	20	serving			
	20	serving			
	26	serving			

PURPOSE:

To be served for 2024 AFU-OD Mid-Year Assessment and Planning Workshop on July 9-11, 2024 including Salamat Paalam for 1st Semester Retirees at the Training Facility of ATI Main Building.

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