Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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BAGONG PILIPINAS

REQUEST FOR QUOTATION

DATE: 05/02/2024 **PURCHASE REQUEST NO.: CDMD FUND 2024-04-17** CANVASS NO. 16

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
	16	pax	**May 27 to 31, 2024** **Food** Breakfast (3 viands choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and water) - buffet AM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and bottled soda) Lunch (3 viands choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and water) - buffet PM Snacks (Light serving choices of cakes, local delicacies, pasta, sandwiches and bottled soda) Dinner (3 viands choices of vegetables, fish, meat - chicken/pork/ beef with soup, rice, dessert, fresh fruit juice and water) - buffet -with the provision of flowing hot choco and brewed coffee, water, mint candies, and/or mixed nuts Note: 1. No cream dory 2. Provision of staff/crew/waiters during catering and ensure they observe proper attire 3. Delivery time should be less than one (1) hour before the following schedules to ensure food safety and quality 3.1. Breakfast - 06:30 AM 3.2. AM Snacks - 10:00 AM 3.3. Lunch - 12:00 NN 3.4. PM Snacks - 3:00 PM 3.5. Dinner - 6:00PM 4. Supplier should submit at least three (3) very satisfactory ratings for the past six (6) months from previous clients 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		

PURPOSE:
To be served during the conduct of the "Mastering the Art of Facilitation: Empowering ATI Central Office Staff" on May 27 to 31, 2024 at Training Hall 2, ATI Building, Elliptical Road, 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

CANVASSED BY: _____
DATE: _____