



REQUEST FOR QUOTATION

DATE: 04/23/2024

PURCHASE REQUEST NO.: **ISD FUND 2024-04-24**

CANVASS NO. 17

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
			July 9-12, 2024		
			Fullboard Meals (Assisted Buffet)		
	31	servings	July 9, 2024 Breakfast, AM Snack, Lunch, PM Snack, Dinner		
	31	servings	July 10, 2024 Breakfast, AM Snack, Lunch, PM Snack, Dinner		
	31	servings	July 11, 2024 Breakfast, AM Snack, Lunch, PM Snack, Dinner		
	31	servings	July 12, 2024 Breakfast, AM Snack, Lunch, PM Snack, Dinner Breakfast: Fried rice, 3 viands (chicken, pork, fish, beef), choice of vegetables, soup, fresh fruit juice, coffee, hot choco or bottled water Snacks: Pasta, pastry and fruit juice, softdrinks Lunch/dinner: Rice, 3 viands (chicken, pork, fish, beef), choice of vegetables, soup, fresh fruit juice, coffee, hot choco or bottled water *with free flowing coffee and hot choco		
			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		

PURPOSE:

Provision of catering service to be utilized for the conduct of ISD FY 2024 Midyear Performance Review and Planning Workshop on July 9-12, 2024 at the ATI-RDEC, 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: _____