



REQUEST FOR QUOTATION

DATE: 05/22/2024

PURCHASE REQUEST NO.: ISD FUND 2024-05-26

CANVASS NO. 19

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
			Meals		
	25	serving	Batch 1 June 17-19, 2024 (3 days) Breakfast, AM & PM Snacks, Lunch and Dinner		
	25	serving	Batch 2 July 31 - August 2, 2024 (3 days) Breakfast, AM & PM Snacks, Lunch and Dinner		
			Each snack shall include the following: -Traditional Filipino delicacy or noodles/pasta dish or cake/pastry/sandwich -Drinks (buko juice/softdrinks/iced tea) Breakfast, Lunch and Dinner shall include: -Soup -Two (2) kinds of meat viands/dishes such as fish, chicken, pork and beef -Vegetable dish -Plain rice -Dessert -Drinks (water/juice/softdrinks/iced tea) -Unlimited water and brewed coffee		
			Venue: Agricultural Training Institute-Rural Development Education Center (RDEC), Quezon City		
			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:

For Moodle LMS Training for e-Extension Coordinators Batch 1 on June 17-19, 2024 and Batch 2 on July 31 - August 2, 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