



REQUEST FOR QUOTATION

DATE: 05/08/2024

PURCHASE REQUEST NO.: PAD FUND 2024-03-29B

CANVASS NO. 43

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
			Full Board Meals		
			July 2-5, 2024 (4 days)		
	30	servicing	Breakfast - egg, 2 viands (meat and fish), rice, fruits		
	30	servicing	AM Snack - light serving choices of either cakes, local delicacies, pasta, sandwiches, burger with juices		
	30	servicing	Lunch - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and softdrinks		
	30	servicing	PM Snack - light serving choices of either cakes, local delicacies, pasta, sandwiches, burger with juices		
	30	servicing	Dinner - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and softdrinks		
			Note: Overflowing tea and coffee 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:
Food for the PAD CY 2024 Midyear Assessment and CY 2025 Budget Execution Workshop on July 2-5, 2024 at the ATI, 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

CANVASSER BY: _____
 DATE: _____