



REQUEST FOR QUOTATION

DATE: 05/08/2024

PURCHASE REQUEST NO.: PPD FUND 2024-04-27

CANVASS NO. 29

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

MILAGROS C. URBANO

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	87	serving	July 22, 2024 Lunch (Buffet) - Rice, 3 viands, dessert, and fresh juice/softdrinks		
	87	serving	PM Snack (Buffet) - 1 viand with fresh juice		
	87	serving	Dinner (Buffet) - Rice, 3 viands, dessert, and fresh juice/softdrinks		
	87	serving	July 23-25, 2024 Breakfast (Buffet) - Rice, 2 viands and fruits		
	87	serving	AM Snack (Buffet) - 1 viand with fresh juice		
	87	serving	Lunch (Buffet) - Rice, 3 viands, dessert, and fresh juice/softdrinks		
	87	serving	PM Snack (Buffet) - 1 viand with fresh juice		
	87	serving	Dinner (Buffet) - Rice, 3 viands, dessert, and fresh juice/softdrinks		
	87	serving	July 26, 2024 Breakfast (Buffet) - Rice, 2 viands and fruits		
	87	serving	AM Snack (Buffet) - 1 viand with fresh juice		
	87	serving	Lunch (Buffet) - Rice, 3 viands, dessert, and fresh juice/softdrinks		
			Note: Inclusion of following items: -Buffet table set-up -Free flowing purified water, unlimited coffee, tea, creamer and brown sugar during the whole duration of the activity -Use of catering equipments (10 round tables, long buffet tables, table and chair cover) 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:

To be served during the activity entitled Fueling Progress and Mapping Future Success: ATI's FY 2024 Midyear Performance Review and Planning Workshop on July 22-26, 2024 at Function Hall, RDEC Bldg., ATI Compound, 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: _____
CANVASS BY: _____
DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative