



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
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REQUEST FOR QUOTATION

DATE: 06/13/2024

PURCHASE REQUEST NO.: ISD FUND 2024-06-37

CANVASS NO. 28

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
25	25	pax	<b>Meals</b> <b>July 1 (Day 1)</b> Lunch PM Snack Dinner <b>July 2 to 4 (Days 2, 3 and 4)</b> Breakfast AM Snack Lunch PM Snack Dinner <b>July 5 (Day 5)</b> Breakfast AM Snack Breakfast shall include: -at least two (2) kinds of viand, plain rice or fried rice, unlimited water and brewed coffee Each snack shall include: -Traditional Filipino delicacy or noodles/pasta dish, or pastry/sandwich -drinks (juice/iced tea/soft drinks in can/bottle) Lunch and dinner shall include: -Soup, two (2) kinds of meat viands/dishes such as fish, chicken, and beef (no pork), vegetable dish, plain rice, dessert, drinks (water/juice/iced tea/soft drinks in can/bottle)		
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15	15	pax			

**PURPOSE:**  
To be served for the participants of the Technical Guidance Session on the Development Knowledge Management Ladderized Training Program at the Rural Development and Education Center (RDEC).

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: \_\_\_\_\_  
CANVASED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
Signature Over printed name of proprietor /Manager  
or Authorized Representative