



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792
Email: director@ati.da.gov.ph
URL: <http://www.ati.da.gov.ph> | www.e-extension.gov.ph

REQUEST FOR QUOTATION

DATE: 06/18/2024

PURCHASE REQUEST NO.: PAD (CORN) FUND 2024-05-55A

CANVASS NO. 59

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:


M. LAGROS C. URBANO
BAC Chairman *6/18*

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
200	pax	Food AM Snacks	Drinks and choice of snacks Lunch Drinks and 3 viands (vegetable, fish and chicken/beef, rice, desserts/fruits PM Snacks Drinks and choice of snacks *Attached Terms of Reference		
200	pax				
200	pax				

PURPOSE:

Consolidated meals to be served during the conduct of Gawad Saka and other corn related meetings of the ATI Corn Program at 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: _____

CANVASSED BY: _____

DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative



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TERMS OF REFERENCE (For Packed Meals)

Supply and delivery of meals (packed) for the various meetings and activities of the ATI Corn Program (consolidated meals).

Requirements:

1. Staggered delivery of the food based on the order-basis of the end-user.
2. The service provider must deliver the meals at the proposed time of the required services:
 - AM Snacks – 8:30 am - 9:00 am
 - Lunch – 11:00 am – 11:30 am
 - PM Snacks – 2:30 pm – 3:00 pm
3. The service provider must serve an adult serving, with the following viands:

MORNING OR AFTERNOON SNACKS	
a. 1 serving of drinks (at least 200 ml) of any of the following:	
<ul style="list-style-type: none">• Soft drinks• Fruit juice• Coffee or hot chocolate, or hot tea• Iced tea• Bottled water	
b. 1 serving of any of the following:	
<ul style="list-style-type: none">• Noodles with chicken, no pork, such as but not limited to pancit /mami/lomi, etc (at least 200 grams per serving) OR pasta dishes (at least 200 grams per serving).• Plus, a combination of the following: banana cue, turon, camote fries, etc. (at least 50 grams per serving).• Traditional Filipino delicacies such as kakanin, suman, etc. (at least 50 grams per serving).• Cakes or pastries (at least 50 grams per serving).• Clubhouse sandwiches with filling of any of the following combinations: ham with egg and tomato, ham with cheese and coleslaw, hotdog and cheese, tuna with coleslaw, chicken with coleslaw, etc. (atleast 3 layers).• Dim sum style meals (at least 100 grams per serving).• Congee/Lugaw/Arrozcaldo (at least ¾ full of a medium sized bowl) with egg and/ chicken.	
LUNCH	
a. 1 serving plain rice (at least 200 grams or 1 standard cup)	
b. 2 main dishes:	
<ul style="list-style-type: none">• 1 serving of meat viands or dishes such as chicken or beef, seafood (at least 150 grams per serving) with more lean meat, less fat.• 1 serving of fish viands (except cream dory).	

Masaganang Agrikultura, Maunlad na Ekonomiya



BAGONG PILIPINAS



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c. 1 serving of vegetable viands or dishes (at least 100 grams per serving)

d. 1 serving of dessert

- Fruits in season (at least 50 grams per serving).
- Leche flan, gulaman (buko pandan, coffee jelly, etc).

e. 1 serving of fresh fruit juice and bottled water

4. The procuring entity reserves the right to inspect the supplier's kitchen, or food preparation area to ensure food quality and enforce health protocols.
5. The service provider must assign a contact person to handle the ATI request and the information shall be included in the bid proposal. The contact person must be available via phone at all times during working hours, and if possible after working hours for emergency requests.
6. Packed foods shall include condiments needed in the servings, a spoon and fork, and a table napkin.
7. Containers to be used should be environmentally friendly as much as possible.

PREPARED BY:

SHERRIE C. DREJE
Chief, Extension Programs
Development Section

APPROVED BY:

REMELYN R. RECOTER, MNSA, CESO III
Director IV

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ISO 9001:2015 Certified
C.R. No.: TUV100 05 3040