



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: 06/20/2024

**PURCHASE REQUEST NO.: PPD FUND 2024-06-34**

CANVASS NO. 35

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:

*Mila Gros C. Urbano*  
**MILA GROS C. URBANO**  
 BAC Chairwoman *6/20*

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
37		servng	<b>August 5, 2024 (Buffet)</b> Dinner - Rice, 3 viands, dessert, and fresh juice/softdrinks		
43		servng	<b>August 6-8, 2024 (Buffet)</b> Breakfast - Rice, 2 viands and fruits		
43		servng	AM Snack - 1 viand with fresh juice		
43		servng	Lunch - Rice, 3 viands, dessert, and fresh juice/softdrinks		
43		servng	PM Snack - 1 viand with fresh juice		
43		servng	Dinner - Rice, 3 viands, fresh fruit, and fresh juice/softdrinks		
43		servng	<b>August 9, 2024 (Packed)</b> Breakfast - Rice, 2 viands and fruits		
43		servng	AM Snack - 1 viand with fresh juice		

**PURPOSE:**  
 To be served during the activity entitled Foundations of Agriculture and Fisheries Extension (AFE) Governance: The Fundamentals of Policy, Planning, Monitoring and Evaluation (PPME) Batch 2 on August 5-9, 2024 at Mess Hall, 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: \_\_\_\_\_

Signature Over printed name of proprietor/Manager  
 or Authorized Representative

CANVASSED BY: \_\_\_\_\_  
 DATE: \_\_\_\_\_