



REQUEST FOR QUOTATION

DATE: 08/05/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-07-120B

CANVASS NO. 08

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
			Meals		
			September 16, 2024		
	51	pax	Lunch (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat, with soup, rice, dessert, fresh fruit, drinks		
	51	pax	PM Snack (buffet) - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	51	pax	Dinner (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat, with soup, rice, dessert, fresh fruit, drinks		
			September 17-19, 2024		
	51	pax	Breakfast (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat, with soup, rice, dessert, fresh fruit, drinks		
	51	pax	AM Snack (buffet) - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	51	pax	Lunch (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat, with soup, rice, dessert, fresh fruit, drinks		
	51	pax	PM Snack (buffet) - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
	51	pax	Dinner (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat, with soup, rice, dessert, fresh fruit, drinks		
			September 20, 2024		
	51	pax	Breakfast (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat, with soup, rice, dessert, fresh fruit, drinks		
	51	pax	AM Snack (buffet) - Light serving choices of cakes, local delicacies, pasta, sandwiches and fresh juice		
			*Prospective supplier must have a satisfactory rating feedback from previous contract in ATI and/or other end users (at least 3 transactions), and not be the subject of any complaint of unsatisfactory service (s).		
			*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 Elevating the Procurement Process: Training on Modernized Philippine Government Procurement System (mPhilGEPS) on September 16-20, 2024 in ATI Compound, RDEC Function Hall, 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