



REQUEST FOR QUOTATION

DATE: 09/09/2024

PURCHASE REQUEST NO.: CDMD FUND 2024-08-40

CANVASS NO. 40

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	pax	Food for October 7-10, 2024 Breakfast AM Snacks Lunch PM Snacks Dinner		
	25	pax	Food for October 11, 2024 Breakfast AM Snacks Lunch PM Snacks Food inclusions: Flowing water, hot coffee and choco drinks Peanuts and candies per table Terms of Reference: 1. Prospective supplier must have a satisfactory rating feedback from previous contract. 2. For breakfast, lunch and dinner, the service provider must serve three (3) viands choices of vegetables, fish, meat - chicken/pork/beef, with soup, rice, dessert, fresh fruit juice and bottled water (buffet). 3. For AM and PM snacks, the service provider must serve light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice 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 conduct of the Basic Agricultural Extension Course on October 7-11, 2024 at RDEC, ATI Compound, 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

CANVASS BY: _____
 DATE: _____