

REQUEST FOR QUOTATION

DATE: 02/17/2025

PURCHASE REQUEST NO.: CDMD FUND 2025-02-02

CANVASS NO. 02

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
			Phase I		
	10	pax	Food for April 6, 2025 - Packed		
	10	pax	PM Snacks		
			Dinner		
	28	pax	Food for April 7-11, 2025 (5 days) - Buffet		
	28	pax	Breakfast		
	28	pax	AM Snacks		
	28	pax	Lunch		
	28	pax	PM Snacks		
	28	pax	Dinner		
			Food for April 12, 2025 - Packed		
	10	pax	Breakfast		
	10	pax	AM Snacks		
			Phase II		
			Food for May 5, 2025 - Packed		
	10	pax	PM Snacks		
	10	pax	Dinner		
			Food for May 6-9, 2025 (5 days) - Buffet		
	28	pax	Breakfast		
	28	pax	AM Snacks		
	28	pax	Lunch		
	28	pax	PM Snacks		
	28	pax	Dinner		
			Food for May 10, 2025 - Packed		
	10	pax	Breakfast		
	10	pax	AM Snacks		
			Note:		
			1. 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).		
			2. For AM and PM snacks, the service provider must serve light serving choices of cakes, local delicacies, pasta, sandwiches and fresh fruit juice		
			3. For packed food, non plastic packaging must be used.		
			4. Free coffee, tea and water must be available.		
			5. Peanuts and candies must be provided on each table.		
			Terms of Reference:		
			1. Prospective supplier must have at least very satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory		
			2. 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 paymentof utilities to be incurred.		

PURPOSE:

To be served during the conduct of the Resource Person Development Course on Basic Agricultural Extension (Phase I) on April 6-12, 2025 and (Phase II) May 5-10, 2025 at the RDEC Training Hall, 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: _____

CANVASS BY: _____

DATE: _____

Signature Over printed name of proprietor/Manager or Authorized Representative