



REQUEST FOR QUOTATION

DATE: 02/20/2025 PURCHASE REQUEST NO.: ISD FUND 2025-02-11 CANVASS NO. 11

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
	24	pax	Meals, April 2-4, 2025 (Full board) Breakfast (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat with soup, rice, dessert, fresh fruit, drinks Lunch (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat with soup, rice, dessert, fresh fruit, drinks Dinner (buffet) - 3 viand choices of vegetable, any fish (except cream dory), chicken/beef as meat with soup, rice, dessert, fresh fruit, drinks AM and PM Snacks Each snack shall include the following: Traditional Filipino delicacy or noodles, bottled water/juice/iced tea, unlimited water and brewed coffee Venue: Agricultural Training Institute Rural Development Education Center (ATI-RDEC) Training Room Note: The service provider must refrain from using single-use plastic or disposable items in serving the meals 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 Learning and Development: Basic Communication Skills and Office Productivity for ATI Staff at RDEC on April 2-4, 2025

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