



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
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REQUEST FOR QUOTATION

DATE: 02/28/2025

PURCHASE REQUEST NO.: PPD FUND 2025-02-28

CANVASS NO. 25

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
			July 8-11, 2025 Breakfast, AM Snacks, Lunch, PM Snacks, Dinner Inclusion: Buffet set-up for breakfast, lunch and dinner (3 viands choices of fish, seafood, chicken or beef with vegetable, soup and dessert) with free-flowing coffee and hot chocolate, water and juice with complimentary candies and peanuts		
	26	serving	July 8, 2025 Breakfast (buffet) - Rice, 1 viands choices of vegetables, fish seafood, chicken/beef with soup, desserts and fruits		
	26	serving	AM Snacks (buffet) - Arrozcaldo with boiled egg and fresh juice		
	26	serving	Lunch (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks		
	26	serving	PM Snacks (buffet) - Pancit with bread and fresh juice		
	26	serving	Dinner (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks		
	26	serving	July 9, 2025 Breakfast (buffet) - Rice, 1 viands choices of vegetables, fish seafood, chicken/beef with soup, desserts and fruits		
	26	serving	AM Snacks (buffet) - Carbonara and fresh juice		
	26	serving	Lunch (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks		
	26	serving	PM Snacks (buffet) - Kakanin sampler and fresh juice		
	26	serving	Dinner (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks		
	26	serving	July 10, 2025 Breakfast (buffet) - Rice, 1 viands choices of vegetables, fish seafood, chicken/beef with soup, desserts and fruits		
	26	serving	AM Snacks (buffet) - Egg and cheese pandesal with fresh juice		
	26	serving	Lunch (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks		
	26	serving	PM Snacks (buffet) - Palabok with boiled egg and fresh juice		
	26	serving	Dinner (buffet) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks		
	26	serving	July 11, 2025 Breakfast (packed) - Rice, 1 viands choices of vegetables, fish seafood, chicken/beef with soup, desserts and fruits		
	26	serving	AM Snacks (packed) - Chicken and mushroom pie with fresh		
	26	serving	Lunch (packed) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	26 26	serving serving	PM Snacks (packed) - Cheesy baked mac and fresh juice Dinner (packed) - Rice, 3 viands choices of vegetables, fish, seafood, chicken or beef with soup, dessert and fresh juice/soft drinks *Prospective supplier must have a satisfactory rating feedback from previous contract with ATI or must not have been complained of any unsatisfactory service/s. *Service provider must refrain from using single-use plastic or disposable items in serving the meals 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 activity entitled, "PPD's FY 2025 Midyear Review and FY 2026 Budget Execution Workshop" on July 8-11, 2025 at the ATI Rural Development Education Center.

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