



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792
Email: director@ati.da.gov.ph
URL: http://www.ati.da.gov.ph | www.e-extension.gov.ph

REQUEST FOR QUOTATION

DATE: 04/16/2025

PURCHASE REQUEST NO.: PAD (RBO) FUND 2025-03-41

CANVASS NO. 44

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
	55	pax	June 16, 2025 Dinner - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and soft drinks		
	65	pax	June 17-21, 2025 (5 days) Breakfast - egg, 2 viands (meat and fish), rice, fruits		
	65	pax	AM Snack - light serving choices of either cakes, local delicacies, pasta, sandwiches, burger with juices		
	65	pax	Lunch - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and soft drinks		
	65	pax	PM Snack - light serving choices of either cakes, local delicacies, pasta, sandwiches, burger with juices		
	65	pax	Dinner - 2 viands (meat and fish), 1 vegetable, rice, soup, dessert and soft drinks		
	55	pax	June 22, 2025 Breakfast - egg, 2 viands (meat and fish), rice, fruits -Overflowing tea and coffee -Prospective supplier must have a satisfactory rating from previous contract with ATI or must have been complained of any unsatisfactory service/s. -All food and beverage items shall be purchased for the requesting party. The catering needs of the requesting, if any shall be outsourced outside. 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, and (c) 50 pax or more - P300/day. The caterer shall pay on the first day of the event and 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:

Food for the Post-Training Evaluation and Re-Entry Planning of the Filipino Young Farmers Internship Program in Taiwan (FYFIPT) Batch 4 on June 16-22, 2025 at the ATI, 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: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative

CANVASS BY: _____

DATE: _____