



Republic of the Philippines  
**AGRICULTURAL TRAINING INSTITUTE**  
 Regional Training Center XIII  
 Los Angeles, Butuan City  
 Mobile No. Globe 09369010366 / Smart 09293546355

### REQUEST FOR QUOTATION

10 JAN 2024

Date: 24-01-2024  
 Quotation #: 24-01-004

Name of Company

Address

TIN No.

Please quote your best offer for the items/s described herein, subject to the Terms and Conditions provided, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 16 JAN 2024 in the attached envelope and return it sealed.

*[Signature]*  
**VIOLETA T. LAGUNA**  
 BAC Chairperson

| ITEM No. | ITEM & DESCRIPTION  | BRAND MODEL | UNIT | QUANTITY | UNIT COST | TOTAL COST |
|----------|---|-------------|------|----------|-----------|------------|
|          | Three-fold, A4 size   |             |      | 3,960    |           |            |
|          | Colored, glossy type  |             |      |          |           |            |
|          | C2S#80 - Back to Back   |             |      |          |           |            |
|          | Laser Printing (Printing only)  |             |      |          |           |            |
|          | Note:   |             |      |          |           |            |
|          | - Printing/delivery of 3,960 pcs of IEC materials is done on staggered basis and NOT one-time delivery                        |             |      |          |           |            |
|          | - Supplier shall print designs every month  |             |      |          |           |            |
|          | - Submission of design by ATI will be done monthly at a rate of 1-4 designs per month   |             |      |          |           |            |
|          | - 24 designs x 165 pcs per design = 3,960 pcs   |             |      |          |           |            |
|          | - <b>For easy coordination, supplier shld have a representative for face-to-face meetings with ATI-RTC 13 in Butuan City.</b> |             |      |          |           |            |
|          |   |             |      |          |           |            |
|          |   |             |      |          |           |            |
|          | Requisitioner: FVBabanto/Purpose: Production of Techno-based IEC  |             |      |          |           |            |

PR No. 24-01-000

ABC: 99,000.00  
 Source of fund: Regular

- Note:
1. Price validity shall be for a period of \_\_\_\_\_ calendar days
  2. All entries must be typewritten or legibly written in ink.
  3. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by procuring entity.
  4. Documentary requirements to be submitted along with your quotation:
    - 4.1 PhilGEPS Registration Number/Certificate
    - 4.2 Mayor's/Business Permit
    - 4.3 Income/Business Tax Return
    - 4.4 Omnibus Sworn Statement -Duly Notarized - form can be downloaded in the ATI-RTC13 website
    - 4.5 PCAB Lic. (Infra)

After having carefully read and accepted your Terms and Conditions, I/We quote on the item at prices noted above.

Signature over Printed Name of Company Owner or

Name and Signature of Convasser

Date

Cellphone No. / e-mail Address