



REQUEST FOR QUOTATION

Date: 10 MAY 2024
Quotation #: 24-05-324

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 3 days upon receipt in the attached envelope and return it sealed.


VIOLETA T. LAGUNA
BAS Chairperson

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Envelope, expanding, plastic, with handle, legal size		piece	1,000		
2	SIGN PEN, Medium Tip, Black		piece	400		
3	Crayon, double, 16 pieces		box	25		
4	CARTOLINA, assorted light colors, 20 pcs per pack		pack	20		
5	Ledger arch file/ voucher binder, horizontal, royal blue		piece	100		
6	Ballpen, black		piece	500		
7	Crayon, 8 pieces		box	180		
8	Manila paper, 50 pcs per roll		roll	25		
9	Notebook, steno		piece	1,000		
10	ID Badge (jacket with sling)		piece	500		
11	Meter Stick		piece	150		
12	Marker, permanent, black		piece	1,000		
13	MARKER, Whiteboard, Black		piece	200		

APR No. 2024-05-09

Requisitioner: L. Antiola

ABC: 206,492.60
Source of fund: 101

- 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

Name and Signature of Convasser

Date

Cellphone No. / e-mail Address