



REQUEST FOR QUOTATION

RFQ No.: _____ Date: _____

Business Name: _____

Address: _____

Contact No.: _____ TIN: _____

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The DA-Agricultural Training Institute-Regional Training Center CALABARZON, through the Bids and Awards Committee (BAC) intends to quote at your government price/s, taxes included, and such terms and condition that you may encounter purpose for article/s and/or services enumerated below. You may submit counter offer with different specifications, brand, terms and conditions. Same would be indicated clearly and signed by the authorized representative.

You can submit your offer in a separate cover with your official letterhead indicated clearly and signed by the authorized representative. The Institute reserves its right to accept or reject any or all bids / offers / quotation or waive any defect hereof.

MARIDELLE G. JAURIGUE

BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2024-01-005

Purpose: Supply, Printing and Delivery of Annual Accomplishment Report 2023

Place of Delivery: DA-Agricultural Training Institute CALABARZON, Brgy. Lapidario, Trece Martires City, Cavite

Date of Delivery: on or before February 4, 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1	100	copy	Printing of Annual Accomplishment Report 2023		
			Size: A4		
			Cover: C2S 220 with matte lamination		
			Inside: C2S 80		
			Color: 4 colors		
			Binding: Saddle stitch		
			Pages: 58 to 64 pages		
			<i>Attachment:</i> https://drive.google.com/drive/folders/1a9jW0DdUWwo-8FIGhFUG_X6mYEb99WvF?usp=sharing		
			<i>*First draft only (58 pages). The final layout will be available upon signing of the Purchase Order (January 26, 2024).</i>		
			<i>*Changes in the number of pages (up to 64 pages only) shall have no addition or deduction to the quoted price.</i>		
			<i>*Interested bidder must deliver the requirements on or before February 4, 2024.</i>		
			<i>*For more details, please call our landline number specified on the letterhead or email your queries/concerns to supply_rtc4a@ati.da.gov.ph</i>		
TOTAL AMOUNT					

I hereby certify that I am in a position to furnish the above article(s) / services 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 at Trece Martires City.

We can deliver the item/s _____ working days from receipt of the Purchase Order.

Our offer is good for _____ days only.

Canvassed by: _____
Signature over Printed Name
of ATI IV-A Canvasser

Prepared by: _____
Signature over Printed Name
Name of Proprietor/Manager/
Authorized Representative