



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. AURINGUE
BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2024-008-177

Purpose: Supply and delivery of various office supplies and equipment for the implementation of CFIDP trainings and activities

Place/Venue: DA-ATI CALABARZON, Trece Martires City, Cavite

Activity Date: August 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1	2	pack	Sticker paper, inkjet printer compatible, A4 Size, glossy, 135gsm, 100 sheets/pack		
	2	pack	Photo paper, A4 size, inkjet printer compatible, glossy, 150gsm, 100 sheets/pack		
	1	unit	Multifunctional laminating machine, A4 size		
	1	unit	Heavy-duty paper shredder, 15L paper waste capacity		
	10	pcs	Clear book, with filler, plastic, Long, 27 holes, black		
	8	pcs	Storage box, multi-purpose, 50L		
	10	pcs	All-purpose clear acrylic organizer box with cover, L14"xW10.5"xH5.5 inches		
	5	pcs	Record book, 300 pages		
	5	pcs	Record book, 500 pages		
	20	cart	HP Ink # 682, black		
	20	cart	HP Ink # 682, colored		
	3	unit	Metal storage bin organizer, 26cm x 54 cm		
			<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