



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

8575 Camerino Street, Barangay Lapidario, Trece Martires City, Cavite  
Tel. No. & Fax No. (046) 419-0210  
Email:rtc\_calabarzon@ati.da.gov.ph  
URL:https://ati2.da.gov.ph/ati-4a

## REQUEST FOR QUOTATION

RFQ No.: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

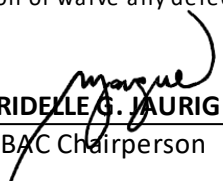
Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_ TIN: \_\_\_\_\_

" Vat " Non - Vat

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 S. JAURIGUE**  
BAC Chairperson

Solicitation No.: RFQ-ATI-RTC4A-2024-010-239

**Purpose:** Supply and Delivery of various supplies and materials for admin Use

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

**Activity Date:** October 2024

NO.	QTY	UNIT	SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1	50	ream	Bond / copy paper, A4, 70gsm, 500s/ream		
	10	ream	Bond / copy paper, long, 70gsm, 500s/ream		
	15	cart.	HP Ink # 682, black		
	10	cart.	HP Ink # 682, colored		
	5	cart.	HP Ink # 680, black		
	5	cart.	HP Ink # 680, colored		
	12	piece	Sign pen, liquid/gel, 0.4, black		
	50	piece	Envelope, expanding, plastic, legal		
	50	piece	Folder, ordinary, long		
	50	piece	Folder, expanding, green		
	5	box	Paper clip, gem type, small		
	12	piece	Sign pen, liquid/gel, 0.5, blue		
12	piece	Sign pen, rollerball, retractable, 0.7mm, blue			
			<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>		
<b>TOTAL AMOUNT</b>					

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*