



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
 ATI-REC V (ATI Bicol), Diversion Road, San Agustin, Malib, Camarines Sur
 Telephone Number: (054) 884-5866
 Email Address: rtc5_dce@ati.da.gov.ph

Date _____

REQUEST FOR QUOTATION - RFQ NUMBER: 2024 - 04-101

Please quote your **lowest price** (s) for the following item/services. Kindly **specify the brand or trade mark of the article** you are offering when the same is not indicated herein. **Please submit this request for quotation sealed.** This office reserves the **right to reject any or all quotation not sealed.** This office reserves the right to reject any or all the quotations to waive defect therein or accept such quotations as maybe found advantageous to the Government.


 EMMANUEL L. OROGO
 BAC Chairman

ITEM NO.	QUANTITY	UNIT	ITEMS SPECIFICATION	UNIT PRICE	TOTAL PRICE
	1,650	pieces	Ballpens		
	1,650	pieces	ID jackets		
	3,000	pieces	Manila Paper		
	80	boxes	Pentel Pen black		
	275	boxes	Pencil		
	275	boxes	Crayons		
	10	reams	Laid Paper (Short)		
	15	reams	Laid Paper (Long)		
	275	reams	Copy Paper (A4)		
	55	reams	Copy Paper (long)		
	55	boxes	Paper Clips (Big)		
	20	pieces	Stapler #35		
	20	boxes	Staple Wire #35		
	110	rolls	Masking Tape 1"		
	110	rolls	Scotch Tape 1"		
	1,100	pieces	Folders (Long)		
	275	pieces	Expanding Envelope with handle (long)		
	55	boxes	Fastener		
	275	pieces	Scissors		
	50	pieces	meters sticks		

	165	pieces	Arc File (horizontal)		
	110	pieces	Signpen (gel pen, black)		
	110	pieces	Signpen (gel pen, blue)		
	55	rolls	Correction Tape		
	30	packs	Photo Paper, long		
	55	boxes	Binder Clip, big		
	55	reams	Colored Paper, long (assorted color)		
	30	pieces	Highlighter pen		
	120	pieces	White Board marker		
	55	packs	Sticker Paper, long		
	55	bottles	Glue, 130ml		
	55	pieces	Cutter		
	10	pieces	Tape Dispenser		
	10	pieces	Puncher		
	3	pieces	Long Reach Stapler		
	5	pieces	Extension wire, 5 meters long		
	5	pieces	Mega Box, 120L		
TOTAL P _____					

PURPOSE: For the implementation of various trainings/ activities of the center for 2nd quarter 2024.

Pls. submit the following eligibility documents:

- ___ Mayor's/Business Permit
- ___ Income Tax Return/BIR 2303
- ___ DTI/SEC Registration
- ___ Notarized Omnibus Sworn Statement (If above 50,000.00)
- ___ PhilGEPS Registration
- ___ Certificate of Sole Distributorship

Note: Pls. provide also the following: CONTACT INFORMATION (Email Address and Mobile Numbers; Tax Identification Number and Bank Details- preferably Landbank)

I hereby certify that I am in a position to furnish the items/services as specified at the price quoted and quantities called for taking note of the stipulation.

FRANCISCO ARMANDO G. PASADILLA

 Canvasser

 (Dealer/Representative's Name and Signature)

Effectivity date: April 16, 2024

 Date