

**AGRICULTURAL TRAINING INSTITUTE**  
**REGIONAL-TRAINING CENTER-VII CENTRAL VISAYAS**  
 Beside City Park, Cabawan District, Tagbilaran City  
 Mobile No: 09173218524  
 Email add: ati7.philgeps@gmail.com

**REQUEST FOR QUOTATION**

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

Name of Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Business Permit No: \_\_\_\_\_ Tin No: \_\_\_\_\_ VAT  Non-VAT

Please quote your lowest offer for the item/s described below, subject to the General Conditions stated below, and submit your quotation duly signed by you or your representative.

General Conditions:

- 1 PRICES SHOULD BE INCLUSIVE OF VAT.
- 2 PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 CALENDAR DAYS  
 PLEASE ATTACH TOGETHER WITH YOUR QUOTATION A COPY OF THE FOLLOWING:
  - I. SHOPPING
    - MAYOR'S/BUSINESS PERMIT -PHILGEPS REG. NUMBER (for 50k & above, if registered)
  - II. SMALL VALUE PROCUREMENT
- 3 -MAYOR'S/BUSINESS PERMIT -PHILGEPS REG. NUMBER (for 50k & above, if registered)  
 -OMNIBUS SWORN STATEMENT (for ABCs above 50k) -ITR (for ABC above 500K)  
 -PROFESSIONAL LICENSE/CV (for Consulting Services) -PCAB (for infrastructure)  
 -FOR COOPERATIVE (Certificate of Compliance, Menu)

REFERENCE GPPB RES. NO. 21-2017 DATED 30 MAY 2017

- 4 MANAGEMENT RESERVES THE RIGHT TO REJECT OUTRIGHT ANY CONTINGENT BIDS.
- 5 BID PRICES SHOULD BE VALID 45 DAYS FROM THE DATE OF QUOTATION

**MA. GRACIA SOLIVA-PUNGAY**  
 \_\_\_\_\_  
 BAC Chairman

After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	Total
	5	bottles	Alcohol 70% solution (500ml)		
	115	pcs.	Ballpen, Black		
	10	ream	Bond paper, A4		
	220	pieces	Certificate Holder, short		
	10	pack	Crayons (24 pcs)		
	2	box	Face mask ( disposable)		
	2	set	First aid kit		
	120	pieces	Flash drive, 32GB		
	165	pc	ID Clip metal		
	245	pcs	Manila Paper		
	10	box	Marker, permanent, fine black		
	20	rolls	Masking tape 1"		
	3	cartridge	Printer ink HP 680 black		
	3	cartridge	Printer ink HP 680 colored		
	6	pcs	Sign pen black Gtech C3		
	130	pcs	Sign pen black MyGel C5		
	31	pack	Specialty board, short, white		
	14	roll	Tissue paper, 2ply		
			<b>TOTAL:</b>		
<b>PURPOSE:</b>		For Office and Training Supplies for RCEF Trainings for Jan-Dec 2024.			

\_\_\_\_\_  
 Printed Name /Signature  
 (Supplier/Dealer)

\_\_\_\_\_  
 Telephone No. / Cellphone No. /  
 E-mail Address