



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
 ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
 Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792
 Email: ati_director@ati.da.gov.ph & ati_director@yahoo.com
 URL: http://www.ati.da.gov.ph; www.e-extension.gov.ph

REQUEST FOR QUOTATION

DATE: Oct. 21, 2022

PURCHASE REQUEST NO.: **ISD FUND 2022-10-52**

CANVASS NO. 52

Gentlemen:

Please quote your lowest price, taxes included, and subject to the terms and conditions that you may encounter purposely for article (s) and/or service(s) enumerated below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached here with.

Very truly yours:


EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	400	pc	Customized Corporate Sign Pen with Hard Box <ul style="list-style-type: none"> • Material: Metal rollerball pen with black hard box • Ink: Black 1.0mm • Print: ATI logo 		
	400	pc	Planner or Journal Notebook <ul style="list-style-type: none"> • Black, dotted or lined sheets • Size: A5 • Print: ATI logo 		
	400	pc	Corporate Gift Box <ul style="list-style-type: none"> • Material: Cardboard box with magnetic lock • Size: 10 x 8 x 3 inches (or any nearest size) • Color: Black • Print: ATI logo 		

PURPOSE:

To be distributed as corporate materials for ATI's partner agencies/institutions/guests.

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilGEPS Registration Number/Red Membership
- Certificate of Sole Distributorship

Note: Pls. provide also the following: contact information such as email address and mobile/landline numbers; Tax Identification Number and Bank Details

I hereby certify that I am in the position to furnish the above article(s), service(s) 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, Elliptical Road, Diliman, Quezon City

MODEL: _____
 DELIVERY PERIOD: _____
 WARRANTY PERIOD: _____
 PRICE VALIDITY: _____

CANVASSED BY: _____
 DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

