



**REQUEST FOR QUOTATION**

DATE: Jan. 9, 2023

**PURCHASE REQUEST NO.: ADMIN FUND 2023-01-16**

CANVASS NO. 16

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
	1	lot	Provision of Training Service Provider for Three (3) Batches of Training on Risk Management and Effective Root Cause Analysis (Virtual)  12% VAT		

**PURPOSE:**  
 Provision of training service provider for the Virtual Training on Risk Management and Effective Root Cause Analysis of the Agricultural Training Institute (ATI) on February 8-9, 15-16, and 22-23, 2023.

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: \_\_\_\_\_

CANVASS BY: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
 Signature Over printed name of proprietor/Manager  
 or Authorized Representative

BAC Secretary  
  
 B. Fil  
 CDMD  
 2:50