



REQUEST FOR QUOTATION

DATE: Jan. 13, 2023

PURCHASE REQUEST NO.: PAD FUND 2023-01-01

CANVASS NO. 01

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
	40	pc	Plaque with ATI Logo -Personalized (made of Glass) -Height: 9 inches -Width: 3.5 inches -Base: 4 inches (.25 inch each) -Height of platform: 0.25 inch -Thickness of glass (body): 0.5 inch -Color: Coffee/Walnut		
	40	pc	Token (Coffee Gift Set with ATI Logo) - Gold Gift Set - includes 250g barako coffee grounds in burlap pouch, clear glass mug, gold stainless scoop and 350ml gold french press. Comes in kraft box w/ fillers and ribbon		

PURPOSE:

To be distributed as tokens during the ATI 36th Anniversary Celebration on January 25, 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: _____
 CANVASSED BY: _____
 DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative