



Republic of the Philippines
 Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE

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REQUEST FOR QUOTATION

DATE: Feb. 7, 2023

PURCHASE REQUEST NO.: ISD FUND 2023-01-11

CANVASS NO. 11

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:

for: Date 29/2/23
EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	package	FACILITATOR FOR TEAMBUILDING SESSION Target date: February 17, 2023 Number of participants: 29 Venue: Agricultural Training Institute - Cordillera Administrative Region -Should have at least six (6) years of experience as facilitator, speaker MetaCoach, and organizational development training professional -Activities should be towards enhancement of personal and team awareness, alongside relationship and communication skills; with emphasis on personal leadership and team accountability -uses Structured Learning Experiences, Group and Team Coaching, Improvisation Sessions, mini-lectures -Can apply Neuro-Linguistic Programming and Neuro-Semantics as tools for team and value formation		

PURPOSE:
 For personal and professional development of the ISD staff during the 2023 Planning and Workshop

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: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative

CANVASSED BY: _____
 DATE: _____