



REQUEST FOR QUOTATION

DATE: Feb. 20, 2023

PURCHASE REQUEST NO.: ISD FUND 2023-02-17

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:

[Signature]
EDITHA S. VINUYA
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	5,000	pc	Training Materials/Supplies Ballpoint pen White and green, with colored print 0.7mm, black ink		
	3,000	pc	Kacha Bag Color: White; Orientation: Vertical; Size: Large or Height: 16"; Width: 14" with colored print		
	2,000	pc	Kacha Bag Color: Beige; Orientation: Horizontal; Size: Large or Height: 12"; Width: 19" with colored print		

PURPOSE:

To be used during the various trainings and other related activities of ATI-CO/Centers.

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: _____