



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: MAR. 23, 2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-03-61

CANVASS NO. 47

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
	10	pc	3 Layer Desk File Organizer Document Paper Tray		
	61	box	Ballpen -FO-GEL08, 0.5, Black (12pcs/box)		
	33	box	Ballpen -FO-GEL08, 0.5, Blue (12pcs/box)		
	7	box	Ballpen -FO-GEL08, 0.5, Red (12pcs/box)		
	6	pack	Battery, dry cell, super heavy duty, size AAA, 4pcs, 4600mAh, authentic rechargeable		
	94	pack	Battery, dry cell, size AA (4pcs/pack)		
	70	pack	Battery, dry cell, size AAA (4pcs/pack)		
	3	pack	Battery, dry cell, super heavy duty, size AA, 4pcs, 4600mAh, authentic rechargeable		
	27	tube	Blade, for general purpose cutter/utility knife (10pcs per tube)		
	4	unit	Calculator - Scientific, fx-991ES Plus 2nd Edition		
	14	unit	Calculator, compact		
	265	pc	Clear Folder with slide A4, Blue		
	149	pc	Clear Folder with slide Long, Blue		
	11	pc	Clearbook, 20 transparent pockets, black, lagal/long		
	70	box	Clip, backfold, 25mm (1")		
	82	box	Clip, backfold, 32mm (1 & 1/4")		
	118	pc	Correction tape, 8m		
	500	pc	Corrugated box, big 33 x 33 x 32		
	10	pc	Cutter, snap blade, big		
	10	pc	Cutter, snap blade, small		
	51	pc	Cutter/Utility Knife, for general purpose, aluminum case (18 x 100mm)		
	31	pack/box	Daily Time Record (for coromona 9000 bundy clock) 100 pcs/pack		
	20	pc	Data Folder		
	120	pc	Data folder w/ mechanism, vertical, for legal, dark blue (Arch File)		
	6	tube	Drawing Tube Blue Print Tube Case, Telescoping Art Tube Large Plastic Black Storage Tube Expandable Plastic Waterproof and Light Resistant Poster Tube with Strap		
	4	ribbon cart	Epson LX-310 S015632 (18.0 meters/59.0 feet) Ribbon Cartridge		
	12	pc	Eraser, Felt, for blackboard/whiteboard		
	3	box	Fasterner, Plastic, 7cm, 50 sets per box		
	1	bundle	Folder, fancy, with slide, A4 (50pcs per bundle)		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1	bundle	Folder, fancy, with slide, legal (50pcs per bundle)		
	46	pack	Folder, L-type, A4 (50pcs per bundle)		
	70	pc	Folder, L-type, kraft, A4		
	31	pack	Folder, L-type, legal plastic (50pcs per bundle)		
	2	box	Folder, Pressboard (100pcs per box)		
	6	pack	Folder, with tab, A4 (100pcs per pack)		
	6	pack	Folder, with tab, Legal (100pcs per pack)		
	30	pc	Glue Stick 15g		
	150	pc	Hanging File Folder, legal size, black , 1/5 cut adjustable tabs, with printable label sheets		
	67	pack	Index tabs/Sticky Strips, self-adhesive, assorted 10 colors, flat arrow, 12.7mm x 44mm 200 sheets		
	10	set	Index/Folder Divider, long, 5 colors 11 holes assorted color		
	27	set	Index/Folder Divider JC 9004 A4, 10 tabs plastic 11 holes assorted color, plastic		
	11	bottle	Ink, for stamp pad (Black), 30ml		
	4	bottle	Ink, for stamp pad (Blue), 30ml		
	31	box	Laminating Pouches, 100mm x 150mm, 250 mic, 100 pcs/box		
	2	box	Laminating Pouches, A3, 250 mic, 100 pcs/box		
	20	box	Laminating Pouches, A4, 250 mic, 100 pcs/box		
	120	pc	Magazine File Horizontal Legal, black/dark blue, 15.5 inches x 9.5 inches x 4.5 inches		
	10	pc	Magazine File Vertical, Legal, black/dark blue		
	7	set	Marker/Highlighter, flourescent Yellow/Orange/Pink (3pcs/rest)		
	87	pc	Marker, Black Broad Tip		
	298	pc	Marker, Black Fine Tip		
	80	pc	Marker, Blue Broad Tip		
	109	pc	Marker, Blue Fine Tip		
	40	pc	Marker, Green Broad Tip		
	40	pc	Marker, Green Fine Tip		
	78	pc	Marker, Red Broad Tip		
	106	pc	Marker, whiteboard, black felt tip		
	51	pc	Marker, whiteboard, blue felt tip		
	42	pc	Mega Box, 70L, Plastic, Clear/White		
	5	liter	Metal Primer, red oxide		
	77	pad	Note Pad, Stick on with lines 100 sheet canary yellow 4 x 6		
	46	pad	Note Pad, Stick on, 3"x 5" inch. 100 sheets, Yellow		
	67	pad	Note Pad, Stick on 76mm x 76mm (3"x 3") min, 100 sheet, Yellow		
	64	box	Paper Clip, vinyl/plastic coated, 33mm		
	86	box	Paper Clip, vinyl/plastic coated, 50mm		
	2	unit	Paper Cutter (Machine) Table top w/ 6 months warranty, Size: A4/A3, heavy duty, easy to use, high quality		
	4	jar	Paste Water Well w/ spatula, 200g		
	3	pack	Plastic Envelope, A3 size Clear Plastic Document File Folder Bag Envelopes, expanding 10 pcs		
	7	pack	Plastic Folder, L-type, A4 Size, 12 pcs		
	11	box/ case	Pushpin. 100 pcs/case, assorted colors		
	24	book	Record Book, 500 pages, size: 214mm x 278mm min		
	4	ribbon/ cart	Ribbon for bundy clock (model: Coromano 9000)		
	3	ribbon/ cart	Ribbon/Cartridge for amano BX-1600, Black		
	75	box	Rubber band, no. 18		
	42	pair	Scissors, symmetrical, heavy duty/high quality 8"		
	4	bottle	Stamp pad ink, purple or violet, 30ml		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	10	pc	Stamp pad, felt		
	28	pc	Staple Remover, plier type		
	5	box	Staple Wire 23/10 (50sheets), 1000pcs/box		
	4	box	Staple Wire 23/8 (30 sheets), 1000pcs/box		
	87	box	Staple Wire, #35 (500 pcs per box)		
	21	pc	Stapler, Standard Type #35		
	15	pad	Steno Note Pad		
	9	pc	Tape Dispenser, Big, Table Top, Dimension: 11 x 11 x 22cm		
	2	pc	Tape Dispenser, Handheld, Metal, Heavy duty all size of tape up to 2 inches size type		
	8	roll	Tape, Clear Nano, strongly sticky double sided adhesive, 1 inch x 3 meters (reusable adhesive silicone tape, multi-functional anti-slip double sided sticky strips (Clear)		
	6	roll	Tape, Double Sided Foam Type 1" core, 12mm (1/2 inch) x 5 meters		
	10	roll	Tape, Double Sided Foam Type 1" core, 18mm (3/4 inch) x 5 meters		
	6	roll	Tape, Double Sided Foam Type 1" core, 24mm (1 inch) x 5 meters		
	18	roll	Tape, Double Sided, 1 inch x 10 meters		
	14	roll	Tape, Double Sided, 1/2 inch x 10 meters		
	7	roll	Tape, Double Sided, 2 inches x 10 meters		
	11	roll	Tape, Double Sided, 3/4 inches x 10 meters		
	4	roll	Tape, Duck Tape, (2 inches) 10m x 48mm, silver, gloss finish		
	17	roll	Tape, Electrical 19mm x 0.16mm 16M Black		
	33	roll	Tape, Masking, 1/2 inch, 25 meters		
	65	roll	Tape, Masking, 24mm (1in) x 20 yd		
	42	roll	Tape, Packaging, 48mm (2in), clear, 100 meters		
	28	roll	Tape, Packaging, 48mm (transparent) 24mm x 10 yd		
	25	roll	Tape, Transparent, 24mm (transparent) 24mm x 10 yd		
	19	roll	Tape/Scotch Tape, Clear, 1/2 inch, 50 meters		
	15	roll	Tape/Scotch Tape, Clear, 3/4 inch 50 meters		
	64	roll	Tape/Scotch Tape, Clear, 25mm (1 inch), 50 meters		
	6	box	Thumb Tacks		
	4	pc	Customized Self Inking Stamp (Paid & Receive)		
	26	roll	Twine, Plastic, 1 kilogram		
	16	pad	Yellow Pad Paper, 90 leaves, 85 gsm)		

PURPOSE:

Consolidated common office supplies for 1st Semester FY 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: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative

CANVASSED BY: _____

DATE: _____