



REQUEST FOR QUOTATION

DATE: 04/11/2023

PURCHASE REQUEST NO.: ISD FUN2023-03-33

CANVASS NO. 28

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
	200	pc	Scented Candles (150g)		
	200	pc	Green Tea		
	200	pc	Lavender		
	200	pc	Eucalyptus		
	200	pc	Rose		
	200	pc	Citronella		
	200	pc	Aromatherapy Home Freshener/Diffuser (50ml)		
	200	pc	Green Tea		
	200	pc	Lavender		
	200	pc	Eucalyptus		
	200	pc	Rose		
	200	pc	Citronella		
	200	pc	Organic Multipurpose Spray (250ml)		
	200	pc	Citronella		
	250	pc	Tablea (50g)		
	250	pc	Coffee (100g)		
	250	pc	Coco Sugar (100g)		
	250	pc	Honey (200ml)		

Note: Supplier must be an ATI-Certified Learning Site for Agriculture, School for Practical Agriculture, or Extension Service Provider
 Products should be delivered directly to ATI Central Office
 Delivery of products shall be done in two batches: on or before May 2, 2023 & on or before July 28, 2023

PURPOSE:

To be used as corporate tokens being requested by units at the ATI Central Office for resource persons and institutional partners

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

CANVASS BY: _____
 DATE: _____