



REQUEST FOR QUOTATION

DATE: 08/23/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-08-144

CANVASS NO. 108

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
	1,000	ream	Paper Materials/Products Multicopy Paper, A4, 80 gsm, 500 sheets/reams		
	52	ream	Multicopy Paper, A3, 80 gsm, 500 sheet/reams		
	10	ream	Multicopy Paper, Yellow, A4, 80 gsm, 500 sheets/reams		
	1	ream	Multicopy Paper, letter 8.5 x 11, 80 gsm, 500 sheets/ream		

PURPOSE:
 Supply and delivery of paper material supplies needed for official use of various offices at ATI CO including Banner Programs

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: _____