



REQUEST FOR QUOTATION

DATE: 09/15/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-09-162

CANVASS NO. 125

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
	39	pc	Loyalty Plaque (Loyalty)		
	7	pc	Plaque (Compulsory Retirees)		
			Specification: Height: 10" Dimension: 3/8 thk clear glass with 1/4 clear glass painted mounted on binned bronze glass base		

PURPOSE:

To be given to the ATI Loyalty Awardees/Compulsory Retirees for CY 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

CANVASED BY: _____

DATE: _____

