



REQUEST FOR QUOTATION

DATE: 09/18/2023

PURCHASE REQUEST NO.: ADMIN FUND 2023-09-163

CANVASS NO. 126

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
	4	unit	Wristwatch		
	3	unit	Male		
			Female		
			<i>Specifications:</i> Item Shape: Round Dial Window Material Type: Mineral Crystal Display Type: Analogue Clasp Type: Fold-over Clasp Case Material: Stainless Steel Calendar: day-and-date Special Features: Hour, Date Movement: Quartz/Automatic Color: Silver & Gold (2tone)		

PURPOSE:

To be given to the ATI Employees Compulsory Retirees for CY 2023 during the ATI 37th Founding Anniversary on January 29, 2024.

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: _____