



**REQUEST FOR QUOTATION**

DATE: 11/20/2023

**PURCHASE REQUEST NO.: ISD FUND 2023-11-82**

CANVASS NO. 70

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:

*[Signature]*  
**EDITHA S. VINUYA**  
 BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
			Package of Products		
	400	pc	Non-Food items		
	400	pc	• Scented candle in coconut bowl, with pouch (200ml)		
	400	pc	• Citronella Room and Linen Spray, coconut - based (100ml)		
	400	pc	• Customized Cardholder, with text or logo (stainless steel, silver)		
	400	pc	• Corporate gift box		
			- Color: Brown		
			- Size: 9 x 9 x 5 inches (or nearest size available)		
			- with text or logo		
			-with paper fillers		
			- with ribbon (gold, brown, or gray)		
			- with lock		
			Note:		
			Supplier must be an ATI-certified Learning Site for Agriculture or Extension Service Provider		
			Products should be delivered directly to ATI Central Office on or before December 8, 2023		

**PURPOSE:**  
 To be used as corporate tokens for officials of DA, other national government agencies, and private partners for the holiday season.

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: \_\_\_\_\_