



REQUEST FOR QUOTATION

DATE: 01/04/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-01-09

CANVASS NO. 08

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 14 | 24

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	1		Facilitation for Collaborative Learning Activities Session Number of Participants - 70 Venue: RTC - CAR 1. Should have at least six (6) years of experience as facilitators. Metacoach and organizational development training for professional 2. Activities should be towards enhancement of team awareness alongside with relationship and communication skills; with emphasis on personal leadership and team accountability 3. Uses structural learning experiences, group and team coaching, improvisation session and mini-lectures 4. Can apply neuro-linguistic programming and neuro-semantics as tools for team and value formation		

PURPOSE:

To be served during the Year-end Assessment and Operational Planning for FY 2023 and Preparation of 2024 Work and Financial Plans.

Pls. submit the following eligibility documents:

- Mayor's/Business Permit
- Income Tax Return
- Notarized Omnibus Sworn Statement
- PhilCEPS 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: _____

CANVASS BY: _____

DATE: _____

 Signature Over printed name of proprietor/Manager
 or Authorized Representative