



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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REQUEST FOR QUOTATION

DATE: 03/25/2024

PURCHASE REQUEST NO.: ADMIN FUND 2024-03-56

CANVASS NO. 47

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:

MILAGROS C. URBANO

BAC Chairman

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	5	pack	Epson WF-C878R (Black) High Capacity Ink Pack - T05A		
	3	pack	Epson WF-C878R (Cyan) High Capacity Ink Pack - T05A		
	3	pack	Epson WF-C878R (Magenta) High Capacity Ink Pack - T05A		
	3	pack	Epson WF-C878R (Yellow) High Capacity Ink Pack - T05A		

PURPOSE:

Office supplies for Assistant Director's Office.

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: _____

CANVASSED BY: _____

DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative