



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 | Fax No. (63-2) 8920-9792  
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URL: http://www.ati.da.gov.ph | www.e-extension.gov.ph

## REQUEST FOR QUOTATION

DATE: 05/20/2024

PURCHASE REQUEST NO.: ISD FUND 2024-05-29

CANVASS NO. 22

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
	400	pc	<b>Package of Products</b>		
	400	pc	Scented candle (150ml)		
	400	pc	Ginataang Laing (250grams)		
	400	pc	Honey (240ml)		
	400	pc	Tablea (250grams)		
	400	pc	Coconut Jam (200grams)		
	400	pc	Coffee, Ground Beans (200grams)		
	400	pc	Bayong (size: 10in x 10in x 3.5in or any nearest size available)		
			Note: Products should be delivered directly to ATI Central Office on or before June 28, 2024		

### PURPOSE:

To be used as corporate tokens for resource persons and other institutional partners in the second semester of 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: \_\_\_\_\_



Scented Candle



Coffee



Laing



Bayong



Honey



Tablea



Coco Jam