



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
Email: director@ati.da.gov.ph
URL: http://www.ati.da.gov.ph | www.e-extension.gov.ph

DATE: 06/24/2024

PURCHASE REQUEST NO.: ADMIN (GH) FUND 2024-05-94

CANVASS NO. 78

REQUEST FOR QUOTATION

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
	3	box	BALLPEN - FO-GELB08, 0.5, BLACK (12PCS/BOX)		
	3	box	BALLPEN - FO-GELB08, 0.5, BLUE (12PCS/BOX)		
	10	pc	Gel Sign Pen 0.5 mm, black		
	10	pc	Gel Sign Pen 0.5 mm, blue		
	5	pc	MARKER, permanent broad, black		
	5	pc	MARKER, permanent fine/bullet type, black		
	5	pc	ROLLERBALL PEN V5 Hi-Tecpoint Blue 0.5		
	10	pc	ENVELOPE, expanding, kraft w/ garter, long/legal		
	10	pack	NOTE PAD, Sticky on, 50 mm x 76 mm (3" x 2"), 100 sheets, Yellow		
	1	ream	PAPER, MULTICOPY, A3, 100 gsm		
	20	ream	PAPER, MULTICOPY, A4, 80 gsm		
	10	ream	PAPER, MULTICOPY, Legal, 80gsm		
	2	pack	PHOTO PAPER, High Gloss, A4, 230gsm, 20pcs/pack		
	450	pc	TISSUE, interfolded 1 Pack of Paper Towel 100% virgin pulp fibers 220 x 200mm size		
			1 ply x 175 pulls = 175 sheets		
	300	pack	TOILET TISSUE PAPER, 2-ply, 48 rolls/pack		
	10	roll	TAPE, PACKAGING, 50mm (2 inch), Clear, 100 meters		
	10	roll	TAPE, PACKAGING, 50mm (2 inch), Tan, 100 meters		
	30	roll	TAPE/SCOTCH TAPE, clear, 1 inch, 50 meters		
	30	roll	TAPE/SCOTCH TAPE, clear, 1/2 inch, 50 meters		
	20	roll	TAPE/SCOTCH TAPE, clear, 3/4 inch, 50 meters		
	2	pc	Flash Drive 2.0 , 32 GB (USB)		
	1	pc	Wired mouse, USB connection type		
	1	btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Magenta		
	1	btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Cyan		
	1	btl	HP Smart Tank Ink GT52-70 ml Ink Bottle- Yellow		
	1	btl	HP Smart Tank Ink GT52-90 ml Ink Bottle- Black		
	4	crtcd	Original HP 56A CF256A Black Laserjet Toner Cartridge		
	1	pc	3 Layer Desk File Organizer Document Paper Tray		

ITEM NO.	QTY	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	30	pc	DATA FOLDER W/ MECHANISM, HORIZONTAL LEGAL, DARK BLUE (ARCH FILE) 9 X 15 inches (customize)		
	10	pc	DATA FOLDER W/ MECHANISM, VERTICAL BOOK TYPE, LEGAL, Dark blue (ARCH FILE)		
	1	set	FOLDER/ INDEX DIVIDER JC 9004 A4, 10 tabs plastic 11 holes assorted color, plastic		
	5	pack	INDEX TABS self-adhesive. Sign here, yellow, 44mm x 25 mm, 100 sheets		
	5	pack	INDEX TABS/STICKY STRIPS, self-adhesive, assorted 10 colors, flat arrow, 12.7 mm x 44 mm, 200 sheets		
	1	box	LAMINATING POUCHES, A4, 250 mic, 100pcs/box		
	2	pc	Magazine File Horizontal Legal, black/dark blue		
	1	set	PLASTIC ENVELOPE, expanding w/ handle, Legal size, 1 dozen		
	1	box/case	PUSHPIN, 100 pcs/case, assorted colors		
	5	pair	SCISSORS, symmetrical, Heavy duty/High Quality, 8"		
	1	unit	Laminator Machine up to A3 size w/ 6 months warranty		

PURPOSE:

Consolidated office supplies of RDEC, Guest House and Mess Hall for 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: _____

CANVASSED BY: _____

DATE: _____

Signature Over printed name of proprietor/Manager
or Authorized Representative