



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**

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**REQUEST FOR QUOTATION**

DATE: APRIL 02, 2018

PURCHASE REQUEST NO: ADMIN FUND 2018-04-64

CANVASS NO. 63

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 herewith.

Very truly yours,

**MILAGROS C. URBANO**  
BAC CHAIRMAN

ITEM NO.	QTY.	UNIT	ITEM AND DESCRIPTION	UNIT PRICE	TOTAL
	2	Set	<b>OKI MC362 IMAGE DRUM</b>		
	10	Pcs	<b>OKI MC362 INK (BLACK)</b>		
	5	set Pcs	<b>OKI MC362 INK (C,M,Y,) 5PCS/COLOR</b>		
	100	Pcs	<b>FILE FOLDER W/MECHANISM (SIZE 115"X 9"</b>		
	20	Bxs	<b>PLASTIC FASTENER</b>		
	30	Pad	<b>STICKY NOTE (MARKER)</b>		
	3	Bxs	<b>BALLPEN (BLACK)</b>		
	6	Rms	<b>COPY PAPER (A3)</b>		
	10	Set	<b>BROTHER INK (DCP-T700W)</b>		
<b>PURPOSE: FOR OFFICIAL USE IN THE PROPERTY SECTION</b>					

I hereby certify that I am in a 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 immediately delivery to the AGRICULTURAL TRAINING INSTITUTE, ATI Bldg., Elliptical Road, Diliman, Quezon City.

MODEL : \_\_\_\_\_  
DELIVERY PERIOD : \_\_\_\_\_  
WARRANTY PERIOD : \_\_\_\_\_  
PRICE VALIDITY : \_\_\_\_\_

CANVASS BY : \_\_\_\_\_  
DATE: \_\_\_\_\_

Signature over Printed Name of or Authorized Representative  
Tel. No. \_\_\_\_\_