



Republic of the Philippines
 Department of Agriculture
MINDANAO INCLUSIVE AGRICULTURE DEVELOPMENT PROJECT
 Regional Project Coordination Office - Caraga Region
 Capitol Site, Butuan City
 Tel. No: (085) 342-4092 Telefax No.: (085) 341-2114

REQUEST FOR QUOTATION

Date: _____

Quotation #: _____

 Name of Company

 Address

 TIN No.

Please quote your lowest price in the items/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in sealed envelope marked w/ the reference no. (PR #: 23-12-045-M1)

ENGR. RENE O. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Lease of Office Space Building Physical Requirements: Concrete Infrastructure Height of Ceiling to floor 8ft-10ft At least 175 sq.m. total floor area At least 50 sq.m for parking area within the property to park vehicle of the office, employees and clients Accessible from main roads & Establishment At least Two (2) Comfort Rooms Ready with lightning and plumbing/septics/proper drainage Ready for Occupancy starting January 2, 2024	month	12		
2	Security Deposit for Lease of Office Space Terms and Conditions : 1. The term of this lease shall be for One (1) year (Duration: January 2, 2024- January 2, 2025), renewable at the end of the term at the option of both parties. 2. The LESSOR shall shoulder the costs of building maintenance including ordinary repairs.	month	2		
GRAND TOTAL: ₱					

EPC: _____ **₱1,050,000.00**
 Source of fund: _____ **MIADP**

- Note:*
1. All entries must be typewritten/printed in ink.
 2. Delivery period within _____ calendar days.
 3. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by procuring entity.
 4. Price validity shall be for a period of _____ calendar days
 5. PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.
 6. Bidders shall submit original brochures showing certification of the products being offered.
 7. Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to sign contract and claim payments.

After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

 Printed Name/Signature of Company

 Tel. No. / CP No. / email address

 Date

 Name and Signature of Convasser