



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office XIII
 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 inclusive of taxes 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 3 days upon receipt in the sealed envelope marked with the reference no. (PR# 23-08-FOO284)


Johnny M. Concon
Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Billeting & Venue Services					
	Date : December 11-15, 2023					
	Place : Cagwait, Surigao del Sur					
	Purpose: TO CONDUCT T)					
	YEAR-END REVIEW AND ASSESSMENT CUM CY2024 HARMONIZATION WORKSHOP IN CARAGA REGION					
	Day 1					
	Billeting		pax	90		
	Day 2					
	Billeting		pax	90		
	Day 3					
	Billeting		pax	90		
	Day 4					
	Billeting		pax	90		
	Day 5					
	Venue		pax	100		

Source of fund: **OAP** 260,000

General Conditions

1. All entries must be typewritten/printed in ink.
2. Delivery period within _____ calendar days based on the contract
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, Business Permit, DTI Certificate and TAX Registration Certificate shall be attached upon submission of the quotation if applicable.
6. Bidders shall submit original brochures showing specification of the products being offered.
7. Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to signed contract and claimed 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

 Name and Signature of Canvasser

 Tel. No. / CP No. / email address

 Date