



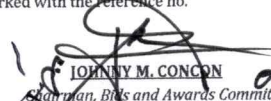
Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Capitol Site, Butuan City
 Tel. No: (085) 342-4092 Telefax No.: (085) 341-2114

Request for Quotation

Date: _____
 Quotation #: _____

Name of Company _____
 Address _____
 TIN No. _____

Please quote your lowest price inclusive of taxes in the items/s listed, subject to the General Conditions below, stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than 3 days upon receipt in sealed envelope marked with the reference no. (PR # **23-08-APD 192**)


JOHNNY M. CONCON
 Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
LOT 1	OFFICE SUPPLIES					
	Bond Paper (A4)		reams	45		
	Bond Paper (Legal)		reams	45		
	Envelope, Expanding, Kraft Legal, (White)		box	3		
	PVC Cover (Legal), 300 mic,		box	5		
	Staple Wire, #35		box	20		
	Tape - Transparent 1"		pcs	10		
	Tape, Masking 2"		pcs	6		
	Tape, Packaging 2"		pcs	5		
	Photo Paper, A4, matte		pack	10		
	ID Holder, B3		pcs	200		
	Computer Inks, Brother (Cyan, BT5000C)		bottles	7		
	Computer Inks, Brother (Magenta, BT5000M)		bottles	7		
	Computer Inks, Brother (Yellow, BT5000Y)		bottles	7		
	Computer Inks, Brother (Black, BT5000BK)		bottles	20		
	Computer Inks, EPSON (Cyan, 003)		bottles	7		
	Computer Inks, EPSON (Magenta, 003)		bottles	7		
	Computer Inks, EPSON (Yellow, 003)		bottles	7		
	Computer Inks, EPSON (Black, 003)		bottles	20		
LOT 2	OTHER SUPPLIES					
	Alcohol, Ethyl 70%, 500 ml		bottles	40		

ABC: 03,575
 Source of fund: _____

- 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 _____

Name and Signature of Canvasser _____

Date _____