DEPARTMENT OF AGRICULTURE
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

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# 23-07-84 215

JOHNNY M. CONCON
Chairman, Bids and Awards Committee
07/28/23

ITEM NO.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Procurement of DA-SAAD IEC Materials:				
	Booklet (Giya sa Pagpalambo sa Kapunongan sa Mag-uuma)	pcs	750		
	20 pages				
	Cover page: matte lamination with spot				
	Front and Back covers: glossy, full color, CS #160				
	Inside pages: glossy, full color, CS#80				
	Size: Spread - 8.5x11, Folded - 8.5x5.5				
	Magazine (SAAD 2022 Annual Report)	pcs	30		
	122 pages including covers				
	Material: Cover - 220 gsm, Inner - 120 gsm				
	Size: Spread - A3, Folded A4				
	Process: Offset				
	Color: Full Color				
	Finishing: High gloss UV Laminated, Hardbound, case binding				
	Bleed - 0.125 inches, Spine Width - 12 mm				
	To be delivered to DA Caraga, Capitol Site, Butuan City				

ABC: 112,500
Source of fund: SAAD PROGRAM

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

_____
Tel. No. / CP No. / email address

_____
Date

_____
Name and Signature of Canvasser