



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# 23-06-700235)


JOHNNY M. CONCON
 Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	LOT 1					
	Toilet Tissue Paper 3-plys sheets, 9rolls per pack		pack	12		
	Cleaner, Toilet Bowl & Urinal, 900-1000mL		bottle	12		
	Door Mat		piece	10		
	Trash bag (large)		roll	10		
	Trash bag (medium)		roll	10		
	Trash can (small)		unit	10		
	Trash Can (medium)		unit	2		
	Trash Can (large)		unit	2		
	Hand Soap Liquid (225mL)		bottle	10		
	Alcohol, Ethyl, 68%-70%, scented, 500mL		bottle	10		
	Alcohol, Ethyl, 68%-70%, scented, 1000mL pump		bottle	5		
	Liquid Dishwashing (250mL)		bottle	12		
	Antibacterial Disinfectant Spray (510g)		pc	4		
	Mosquito spray (600ml)		pc	8		
	Liquid Detergent (1 Gallon)		gal	15		
	LOT 2					
	Bond Paper (A4)		ream	10		
	Signpen-Black ink, point 0.5		box	1		
	Staple wire (bronze)		box	3		
	Envelope, expanding, kraftboard, for legal size doc		box	1		
	Brown Envelope		box	1		
	Frame, picture (A4)		pc	2		
	Certificate holder (A4)		pc	5		
	Photopaper premium plus, glossy photo paper, 25./pack, size A4		pack	5		
	Specialty paper A4 (beige) 10S/pack		pack	4		
	Specialty paper A4 (white) 10S/pack		pack	4		
	Journal Notebook		pc	10		
	Ink Brother BT D60 (black)		pc	7		

ABC: _____
 Source of fund: Cap. & S.

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 Convasser

 Tel. No. / CP No. / email address

 Date



DEPARTMENT OF AGRICULTURE
Caraga Region
Capitol Site, Butuan City
Tel. No: (085) 342-4092 Telefax No.: (085) 341-2114

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JOHNNY M. CONCON
Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	LOT 3					
	Casserole Stainless steel (22cm)		pc	1		
	Microwaveable Square Glass Casserole		pc	2		
	Ceramic Mug		pc	10		
	Dust pan (Stainless steel)		pc	2		
	Wood chopping board (set)S,M,L		set	1		
	Bathroom Non-slip Floor Mat		pc	6		
	Non-Stick Frying pan (28cm)		pc	2		
	Spatula		pc	1		
	Glass Pitcher (1.8-2L)		pc	2		
	Food Storage Container		pc	1		
	3 in 1 Window Ring Blackout Curtain (60x80inches)		set	10		
	Bedsheet with blanket and pillowcase set		set	5		
	Battery double AA		pc	10		
	Battery triple AAA		pc	10		
	Wall Clock		pc	1		
	Door locks		pc	2		
	3 Gang Extension Cord Set w/ Individual Switches (5meter)		pc	3		
	LOT 4					
	Induction Stove		unit	1		

ABC: _____ **64,815.00**

Source of fund: _____

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