Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 13
Capitol Site, Butuan City 8600
Tel. No: (085) 305-0092

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-ATD/39).

JOHNNY M. CONCON
Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Multi-functional Photocopier		unit	1		
	- can scan, print, copy					
	- scan up to A3 size paper (colored/b&w)					
	- scan resolution: at least 600 dpi					
	- output formats: JPEG, PDF, PNG					
	- with reductio, enlargement, auto fit function					
	- can perform automatic duplex printing					
	- with automatic document feeder (ADF)					
	- with at least 3 paper trays					
	- connectivity: Wi-Fi, Wi-Fi Direct, Ethernet					

ABC: 52,000.00
Source of fund: GASS

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.*

_____
Name and Signature of Canvasser

_____
Printed Name/Signature of Company

_____
Tel. No./CP No./Email Address

_____
Date