



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, 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. 23-05-9974

*[Signature]*  
 JOYMA M. CONDON  
 Chairman, Bids and Awards Committee

ITEM No.	Item Description	UNIT	QTY	UNIT COST	TOTAL COST
	<b>PROCUREMENT OF.....</b>				
	BATTERY (AA)	PCS	10		
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	BINDER CLIPS 1 INCH	box	30		
	BINDER CLIPS 3/4 INCH	pcs	15		
	BOND PAPER (A4 SIZE)	REAM	195		
	BONDPAPER (LEGAL)	REAM	50		
	CORRECTION TAPE	PC	45		
	ENVELOPE BROWN EXPANDED (LEGAL)	PCS	30		
	ENVELOPE LONG PLASTIC WITH HANDLE	PCS	25		
	MASKING TAPE,48 MM	ROLL	20		
	PACKAGING TAPE 48,MM	ROLL	30		
	PENCIL	BOX	15		
	PERMANENT MARKER,BLACK	PCS	50		
	SIGN PEM,0.5 BLACK	BOX	10		
	SIGN PEN,0.5 BLUE	BOX	10		

ABC: \_\_\_\_\_  
 Source of fund: LOA, 715. W  
 SAAD 2022

- General Conditions:
- All entries must be typewritten/printed in ink.
  - Delivery period within \_\_\_\_\_ calendar days based on the contract.
  - 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.
  - Price validity shall be for a period of \_\_\_\_\_ calendar days
  - PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
  - Bidders shall submit original brochures showing specification of the products being offered.
  - 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.

\_\_\_\_\_  
 Supplier

Signature over Printed Name of Canvasser \_\_\_\_\_ Tel. No. / CP No. / email address \_\_\_\_\_

\_\_\_\_\_  
 Date