



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Regional Field Office XIII  
Capitol Site, Butuan City

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 three (3) days upon receipt in sealed envelope marked with the reference no. (PR # 23-06-P0026).

  
**JOHNNY W. CONCON**  
Chairman, Bids and Awards Committee

| ITEM No. | ITEM & DESCRIPTION                      | UNIT  | QUANTITY | UNIT COST | TOTAL COST |
|----------|---|-------|----------|-----------|------------|
|          | Office Supplies                         |       |          |           |            |
|          | Printer Ink for Epson L-14150 (2 units) |       |          |           |            |
|          | * Cyan                                  | btls. | 120      |           |            |
|          | * Magenta                               | btls. | 120      |           |            |
|          | * Yellow                                | btls. | 120      |           |            |
|          | * Black                                 | btls. | 120      |           |            |
|          |   |       |          |           |            |
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|          |   |       |          |           |            |

ABC: 120,000  
Source of funds \_\_\_\_\_

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.

\_\_\_\_\_  
Signature over Printed Name of Convasser

\_\_\_\_\_  
Name of Supplier  
\_\_\_\_\_  
Tel. No. / CP No. / email address  
\_\_\_\_\_  
Date