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 # 23-06-10009

JOHNNY M. CONCON
Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Annual Report 2022				
	Printing of CY 2022 Annual Report with the following specifications:				
	105 Copies	pcs	105.00		
	Size: A4				
	Material for inside pages: C2s # 80				
	Material for cover page: C2s # 160				
	Full color; glossy pages (cover to cover) 68-70				
	Laminated front back cover				
	Delivery term:				
	*30 days upon receipt of approved lay-out				
	Payment term:				
	* Upon full delivery				

ABC: 72,345.00
Source of fund: _____

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 Canvasser

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

_____
Date