



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 # **23-11-AFD-273**)

*[Signature]* 11/23  
**ROBINY M. CONCON**  
Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<i>Provision for food with venue and billeting for the conduct of preliminary meeting/planning for the ISO on December 12-13, 2023</i>					
	Day 1					
	AM Snacks: Tuna Sandwich and Drinks		pax	40		
	Lunch: Rice, Beef Caldereta, Garlic Chicken, Pork Lumpia, Fruits and Drinks		pax	40		
	PM Snacks: Sweet Potato Roll, Camote Chips and Orange Juice		pax	40		
	Dinner: Rice, Pork Ribs, Buttered Chicken, Mixed Seafoods w/ sauce, Fruit Salad, Soup and Drinks		pax	40		
	Billeting		pax	40		
	Day 2					
	Breakfast: Rice, Tocino, Egg, Fruits, Coffee and Hot Choco		pax	40		
	<i>Inclusions:</i>					
	1. Free flowing coffee/beverage and water					
	2. Good lights, audio and sound system w/ mic					
	3. Free Wifi and IT facilities for presentation					
	4. Government Learning Site					

ABC: 71,600  
Source of fund: \_\_\_\_\_

**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.

\_\_\_\_\_  
Name and Signature of Convoasser

\_\_\_\_\_  
Printed Name/Signature of Company

\_\_\_\_\_  
Tel. No. / CP No. / email address

\_\_\_\_\_  
Date