



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# _____).

 11/13/23
JOHNNY M. CONCON

Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Catering services for the conduct of Provincial Rice Production Plan Workshop at Butuan City Date: November 28-29,2023					
	LOT 1					
	Menu:					
	Day 1					
	Breakfast: chicken tocino, hard boiled egg, rice, coffee		pax	36		
	AM Snacks: spaghetti and juice		pax	60		
	Lunch: rice, soup, vegetable, drinks, fruits, beef steak, chicken curry		pax	60		
	PM Snacks: chocolate cake and juice		pax	60		
	Dinner: rice, soup, , drinks, fruits, beef calderita fried chicken strips, pancit guisado		pax	60		
	Day 2					
	Breakfast: longanisa, daing na bangus, rice, coffee		pax	60		
	AM Snack: Assorted kakanin and hot choco		pax	60		
	Lunch: rice, soup, vegetable, drinks, macaroni salad pork steak, chicken cordon bleu, four season		pax	60		
	PM Snack: burger and drinks		pax	60		
	Note: unli rice and coffee					
	1 of 2					

ABC: _____
 Source of fund: Rice Program

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.

 Name and Signature of Convasser

 Printed Name/Signature of Company

 Tel. No./CP No./Email Address

 Date

