



Republic of the Philippines  
 DEPARTMENT OF AGRICULTURE  
 Regional Field Office 13  
 Capitol Site, Butuan City, 8600

REQUEST FOR QUOTATION

Date: \_\_\_\_\_  
 Quotation #: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

TIN No. \_\_\_\_\_

Please quote your lowest price inclusive of taxes in the items 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-REF339)

JOHNNY M. CONCON  
 Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Provision of food & billeting services in the conduct of 4th Quarter Research Division Meeting on December 20-21, 2023 at Butuan City, Agusan del Norte.				
	<b>Lot 1- Catering Services</b>				
	<b>Day 1- December 6, 2023</b>				
	<b>Breakfast:</b> Corn Beed, Rice, Boiled egg, Coffee	pax	30		
	<b>AM Snacks:</b> Chicken Siopao, Buko Juice	pax	70		
	<b>Lunch:</b> Rice, Sweet & Sour Fish Fillet, Beef Bulalo, Corn Soup, Fruits & Ice Tea	pax	70		
	<b>PM Snacks:</b> Kutsinta/ Sapin2x/ Suman & Hot Choco	pax	70		
	<b>Dinnert:</b> Rice, Chicken Adobo, Fish Tinola, Sliced Fruit Juice	pax	70		
	<b>Day 2- December 7, 2023</b>				
	<b>Breakfast:</b> Rice, Cheese Dog, Ampalaya with Egg, Coffee	pax	30		
	<b>AM Snacks:</b> Egg Sandwhich, Juice	pax	70		
	<b>Lunch:</b> Rice, Beef Calderita, Chopsuey, Juice, Mango Tapioca	pax	70		
	<b>PM Snacks:</b> Chicken Pancit Canton with Slice Bread, Ice Tea	pax	66		
	<b>Lot 2- Billeting Services</b>				
	<b>Day 1- December 6, 2023</b>				
	Billeting	pax	30		

Source of fund: ABC: 102,600.00  
 ORDA 2023

- Note: 1. All entries must be typewritten/printed in ink.  
 2. Delivery period within \_\_\_\_\_ calendar days.  
 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 shall be attached upon submission of the quotation if applicable.  
 6. Bidders shall submit original brochures showing certification of the products being offered.  
 7. Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to sign contract and claim 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 \_\_\_\_\_

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

Date \_\_\_\_\_

Name and Signature of Convasser \_\_\_\_\_