



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

Tel. No: (085) 342-4092 Telefax No.: (085) 341-2114

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 **3 days upon receipt** in sealed envelope marked with the reference no. 23-11-8P303.

[Signature]
JOHNNY M. CONCON
 Chairman, Bids and Awards Committee

ITEM No.	Item Description	UNIT	QTY	UNIT COST	TOTAL COST
	Procurement of DA SAAD Promotional Calendars				
	2024 Desk Calendar	pcs	300		
	<i>6 x 9 inches</i>				
	<i>7 leaves (14 back to back)</i>				
	<i>Full-colored print</i>				
	<i>with stand and ring bind</i>				
	To be delivered to DA Caraga, Capitol Site, Butuan City				

ABC: 96,000.00

Source of fund: SAAD 2023

General Conditions:

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 to the 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 sign the contract and claimed payments.
- After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

 Supplier

 Signature over Printed Name of Canvasser

 Tel. No. / CP No. / email address

 Date