



**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# 23-09-~~AFD~~231).

*[Signature]* 10/2/23  
**JOSEPH C. CONCON**  
 Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Catering Services for the Conduct of Early Procurement Activities, Butuan City</b>					
	<b>Pre-Bid Conference- November 17, 2023</b>					
	<b>Am Snacks:</b> Spaghetti with Bread and Bottled Juice		pax	40		
	<b>Lunch:</b> Rice, Garlic Chicken, Four seasons with Quail Egg, Special Sotanghon Guisado, Leche Flan and Drinks		pax	40		
	<b>PM Snacks:</b> Chocolate moist cake and bottled juice		pax	40		
	<b>Opening of bids - December 1, 2023</b>					
	<b>Am Snacks:</b> Cabonara with Bread and Bottled Juice		pax	80		
	<b>Lunch:</b> Rice, Pork Humba, Grilled fish(Tuna), Chopsuey, Fruit Salad and Drinks		pax	80		
	<b>PM Snacks:</b> Chicken Macaroni Salad and bottled juice		pax	80		
	<i>Terms and conditions:</i>					
	<i>Note: Payment will be made every after end of the activity</i>					
	<i>- With free flowing coffee during the activity</i>					
	<i>- Packed lunch</i>					
	<i>- Free Water</i>					

ABC: 70,000.00  
 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 Reaistration Certificate, Business Permit, DTI Certificate and Tax Reaistration Certificate shall be attached upon submission of the quotation. if applicable.
- Bidders shall submit oriainal brochures showinga specification of the products being offered.
- Winnina bidder(s) from outside Butuan City must appear personally or sent authorized representative to sianed contract and claimed payments.

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

\_\_\_\_\_  
 Date