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 item/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 _____ in sealed envelope marked with the reference no. (PR # _____).

JOHNNY M. CONCON
Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Provision of food with venue for the conduct of 1st Quarter Review and Assessment of Administrative and Finance Divsion at DA-Caraga Conference Hall, Butuan City on April 15-16, 2024					
	Day 1					-
	AM Snacks: Shawarma Pizza, Fruit Juice		pax	70		-
	Lunch: Rice, Beef Campto, Sweet & Sour Tuna Fish, Sotanghon with Chicken and vegetables, Fruits and Fruit Juice		pax	70		-
	PM Snacks: Moist Chocolate Cake, and Lemon Juice		pax	70		-
	Dinner: Rice, Buffalo Wings, Grilled Tuna Fish, Vegetable Salad, Fruits and drinks		pax	70		-
	Day 2					
	AM Snacks: Shawarma Burger, Fruit Juice		pax	70		-
	Lunch: Rice, Beef Tadyang, Chicken Tinola, No Pork Pinakbet with Bagoong, Fruits and drinks		pax	70		-
	PM Snacks: Tuna Empanada and Buco Juice		pax	70		-
	Inclusions:					
	1. Dining utensils set					
	2. Free flowing coffee/beverage & water					
	3. Buffet with skirting					
	4. Presence of at least 2 service staff per station					
	5. Free flowing water and hot beverage					
	6. Good lights, audio & sound system w/ 2 microphones					
	7. Free Wifi/Internet Connection and IT facilities for					
	8. Government learning Site					
	9. With parking space					
					Php.	-

ABC: P 115,500.00
Source of fund: _____

General Conditions:

1. *All entries must be typewritten/printed in ink.*
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 sentity.*
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 upon 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 signed contract and claimed 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 Representative

_____
Name and Signature of Canvasser

_____
Tel. No. / CP No. / email address

_____
Date