Republic of the Philippines
DEPARTMENT OF AGRICULTURE
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. (PR # 24-04-SP167).

4/5/24
JONNY M. CONCON
Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Training Supplies and Materials					
	Expanded Brown Envelope, Long		pcs	211		
	Plastic Folder, L-Type , White Color, A4 12's		pack	40		
	Plastic Folder, L-Type , White Color, Legal 12's		pack	10		
	Ballpen, Blue		box	60		
	Ballpen, Black		box	60		
	Steno Notebook 60 leaves		pcs	200		
	Calculator, Compact		pcs	10		
	FILE ORGANIZER, Expanding, Plastic, 12 pockets		pcs	28		
	SIGN PEN, Extra fine tip, black "0.7"		pcs	20		
	SIGN PEN, Extra fine tip, black "0.5"		pcs	15		
	SIGN PEN, Extra fine tip, blue "0.7"		pcs	20		
	SIGN PEN, Extra fine tip, blue "0.5"		pcs	15		
	STAPLE REMOVER, plier type		pcs	2		
	PUNCHER, paper, heavy duty		pcs	2		
	Epson Original Ink - 003 ; Black		bottle	40		
	Epson Original Ink - 003 ; Yellow		bottle	32		
	Epson Original Ink - 003 ; Magenta		bottle	32		
	Epson Original Ink - 003 ; Cyan		bottle	32		
	BATTERY, dry cell, size AA		pack	40		
	BATTERY, dry cell, size AAA		pack	21		
	Purpose: To be used during the conduct of Trainings/Workshops on Enterprise Assessment					
	and Cluster Dev't Planning for Rice Stakeholders in 60 identified Clusters in support to F2C2					
	Rice Clusters Region (5 batches)					
				TOTAL ABC		

ABC: 68,315.00
Source of fund: **MRIDP 2024**

Not 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 sentity.
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

_____
Name and Signature of Canvasser

_____
Date

End User: F2C2