



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 below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 3 days upon receipt in the sealed envelope marked with the reference no. (PR# 24-047-SPK-8)

*[Signature]*  
**TOMMY D. CONCON**  
 Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Catering and Billeting Services with venue</b>				
	<b>Date: June 19-20, 2024</b>				
	<b>Purpose: Conduct of the DA 4K CY 2024 Mid-year Assessment and Coordination Meeting</b>				
	<b>Venue: Butuan City, Agusan del Norte</b>				
	<b>Day 1</b>				
	<b>AM Snack: Tuna Sandwich with fries and Juice</b>	pax	50		
	<b>Lunch: Rice, Beef Steak, Kinilaw, Four Seasons Veggies, Fresh Fruits and Drinks</b>	pax	50		
	<b>PM Snack: Assorted Kakanin and Hot Choco</b>	pax	50		
	<b>Dinner: Rice, Beef Afritada, Fried Chicken, Fish Sinigang, Fresh Fruit and Drinks</b>	pax	50		
	<b>Billeting</b>		30		
	<b>Day 2</b>				
	<b>Breakfast: Rice, Fried Fish, Chicken Hotdog, Boiled Egg, Fresh Fruits and Coffee</b>	pax	30		
	<b>AM Snack: Cassava Pie and Juice</b>	pax	50		
	<b>Lunch: Rice, Sweet and Sour Fish, Chicken Adobo, Bam-I, Fresh Fruits and Drinks</b>	pax	50		
	<b>PM Snack: Chocolate Cake and Juice</b>	pax	50		
	<b>Inclusions:</b>				
	Free flowing coffee				
	Free Water				
	Rooms: With strong wifi connection and fully airconditioned				
	With projector and wireless microphone				

ABC: P 95,000.00  
 Source of fund: 4K

- 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 Registration Certificate, Business Permit, DTI Certificate and TAX Registration Certificate shall be attached upon submission of the quotation if applicable.
  - Bidders shall submit original brochures showing specification of the products being offered.
  - Winning bidder(s) from outside Butuan City must appear personally or send 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 \_\_\_\_\_

Name and Signature of Convoasser \_\_\_\_\_

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

Date \_\_\_\_\_