



DEPARTMENT OF AGRICULTURE  
CARAGA Region  
Capitol Site, Butuan City  
Tel. No: (085) 342-4092 Telefax No.: (085) 341-2114

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 \_\_\_\_\_ in sealed envelope marked with the reference no. (PR # \_\_\_\_\_).

  
J. M. CONCON  
Chairperson, Bid and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Catering Services for the Conduct of DA-Caraga and Provincial/City PPHF and Infrastructure Coordination Meeting at DA Caraga, Butuan City				
	<b>MENU: (April 15, 2024)</b>				
	AM Snacks: burger with drinks	pax	39		
	Lunch: rice, beef tadyang, chopsuey, tinolang bisayang manok, fruits and drinks	pax	39		
	PM Snacks: banana cue/maruya and drinks	pax	39		
	<b>MENU: (July 3, 2024)</b>				
	AM Snacks: special ensaymada with drinks	pax	39		
	Lunch: rice, beef spareribs, fish lauya, 4 season veggies, fruits and drinks	pax	39		
	PM Snacks: biko malagkit with drinks	pax	39		
	<b>MENU: (October 1, 2024)</b>				
	AM Snacks: special mammon with drinks	pax	39		
	Lunch: rice, chicken lauya, tuna kinilaw, sotanghon guisado, fruits and drinks	pax	39		
	PM Snacks: buko pie and drinks	pax	39		

ABC: \_\_\_\_\_

Source of fund: AFESA 2024

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 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 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

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

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

\_\_\_\_\_  
Date

