



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office 13  
Capitol Site, Butuan City 8600

## 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 \_\_\_\_\_ in sealed envelope marked with the reference no. [PR# 24-12-AM108]

  
ABEL F. WAGAS

09 DEC 2024

Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>ICT Office Supplies</b>					
	Ink for Epson L1455, Yellow		pc	12		
	Ink for Epson L1455, Magenta		pc	12		
	Ink for Epson L1455, Cyan		pc	12		
	Ink for Epson L1455, Black		pc	12		
	<b>Note: Free use of Printer</b>					

ABC: 54,300  
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 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.

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
Signature over Printed Name of Convasser

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

\_\_\_\_\_  
Date