



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Regional Field Office XIII
 Capitol Site, Butuan City

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REQUEST FOR QUOTATION

Date: _____
 Quotation #: _____

 Name of Company

 Address

 TIN No.

Please quote your lowest price inclusive of taxes the items/s listed below, 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 market with the reference no. (PR#: 24-12-SP323)

(Signature)
ABEL F. WAGAS No 9 DEC 2024
 Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST
	Provision of Catering Services for the Conduct of Introduction to Basic News Writing to SAAD Group Beneficiaries				
	Venue: Santa Monica, Surigao del Norte				
	Day 1 (December 26, 2024)				
	AM Snacks: Burger and Fresh Fruit Juice	pax	70		
	Lunch: Rice, Buttered Chicken, Pancit Guisado, Pinakbet, Macaroni Salad and Fresh Fruit Juice	pax	70		
	PM Snacks: Siopao & Fresh Fruit Juice	pax	70		
	Day 2 (December 27, 2024)				
	AM Snacks: Empanada and Fresh Fruit Juice	pax	70		
	Lunch: Rice, Fried Chicken, Fish Tinola, Four Seasons, Fruits and Fresh Fruit Juice	pax	70		
	PM Snacks: Bihon with Loaf Bread and Fresh Fruit Juice	pax	70		
	Terms and Conditions:				
	<i>With Free flowing coffee and water</i>				

ABC: 91,000.00
 Source of fund: _____

- Note:
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
 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 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

 Name and Signature of Convasser

 Tel. No. / Cellphone No. /Email address

 Date