



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

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 three (3) days upon receipt in sealed enveloped marked with the reference no. (PR # 24-01-PM004).

JOHNNY M. CONCON
 Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Provision of Food for the Conduct of Agency Performance Planning and Review Conference on February 8-9, 2023 , @DA Conference Hall, Butuan City				
	Menu:				
		pax	42		
	8-Feb-24	pax	42		
	AM SNACKS: Assorted kakanin & Sikwate				
	LUNCH: Rice, Adobong tahong, sauteed beef w/ broccoli, Veg. Salad, mango tapioca & canned juice	pax	42		
		pax	42		
	PM SNACKS: Cassava cake & fresh buko juice				
	DINNER: Rice, lechon kawali, stir fry mixed veg., grilled fish, mango sambo & fresh pine apple juice				
		pax	42		
	9-Feb-24	pax	42		
	AM SNACKS: Banana & camote cue, Buko juice				
	LUNCH: Rice, pork steak, fish escabeche, pinakbet, buko pandan & canned juice	pax	42		
		pax			
	PM SNACKS: Binignit & canned juice		42		
	Terms & Conditions:				
	* Buffet type of serving				
	* unli brewed coffee & water				
	* Payment shall be made after the conduct of Activity				

ABC: **54,180.00**
 Source of funds _____

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 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.

 Name of Supplier

 Tel. No. / CP No. / email address

 Date

 Signature over Printed Name of Conasser