



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
 Regional Field Office 13
 Capitol Site, Butuan City 8600
 Tel. No: (085) 305-0092

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 **Philgeps** in sealed envelope marked with the reference no. (PR# 2A-02-F00030).


JOHNNY M. CONCON
 Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Catering services for the conduct of Merchants' Meeting in DA Conference Hall, Butuan City.					
	June 4, 2024					
	AM Snacks: burger with chips, canned juice		pax	60		
	Lunch: rice, soup, vegetable, drinks, fruits, beef with broccoli		pax	60		
	PM Snacks: baked mac, canned juice		pax	60		
	October 8, 2024					
	AM Snacks: burger with chips, canned juice		pax	60		
	Lunch: rice, soup, vegetable, drinks, fruits, beef with broccoli		pax	60		
	PM Snacks: baked mac, canned juice		pax	60		
	Note: payment after conduct of each activity					

ABC: 61,800.00
 Source of fund: Rice Program

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.

 Name and Signature of Convasser

 Printed Name/Signature of Company

 Tel. No./CP No./Email Address

 Date