



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# 24-02-FOD097 ).

  
**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 Field Operations Division (FOD) Monthly Meeting for CY 2024 on March 8, 2024 & May 3, 2024 in DA Conference Hall, Butuan City.					
	<b>March 8, 2024</b>					
	<b>AM Snacks:</b> chicken burger, four season juice in can		pax	80		
	<b>Lunch:</b> rice, soup, vegetable, drinks, fruits, beef with broccoli, garlic chicken		pax	80		
	<b>PM Snacks:</b> carbonara, juice in can		pax	80		
	<b>May 3, 2024</b>					
	<b>AM Snacks:</b> 2 pcs mamon, juice in can		pax	80		
	<b>Lunch:</b> rice, soup, vegetable, drinks, fruits, squid adobo, beef calderita		pax	80		
	<b>PM Snacks:</b> spaghetti, juice in can		pax	80		
	<b>Note: payment after conduct of each activity</b>					

ABC: 84,800.00  
 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