



Department of Agriculture  
 Caraga Region  
 Capitol Site, Butuan City  
 Tel. No: (085) 342-4092    Telefax No.: (085) 341-2114

### REQUEST FOR QUOTATION

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 **3 days upon receipt** in sealed envelope marked with the reference no. (PR# 24-02-ORD 011).

**JHONNY M. CONCON**  
 Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Subscription to a local daily newspaper with the following inclusions:</b>					
	- 3 copies of newspaper weekly		mos	5		
	- accommodation of photo and press release					
	- 1/4 page ads (2x monthly)					
	- from March-July 2024					

ABC: 50,000.00

Source of fund: NUPAP

- 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.

\_\_\_\_\_  
*Name and Signature of Convasser*

\_\_\_\_\_  
*Printed Name/Signature of Company*

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

\_\_\_\_\_  
*Date*