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

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 3 days upon receipt in sealed envelope marked with the reference no. (PR# 24-02-ORD013)

2/24

JOHNNY M. CONCON
Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Printing of Bahandi Magazine		pcs	300		
	the official DA-Caraga publication with the					
	following specifications:					
	- 150 copies/bi-annual (June & December 2022)					
	- size 11x17 spread (2 folds)					
	- material for inside pages: C2s#80					
	- material for cover page: C2s#160					
	- full color; glossy					
	- 24 to 40 pages					
	- laminated front and back cover					
	Delivery Terms:					
	- 30 days upon receipt of approved lay-out per					
	semester					
	Payment Term:					
	- staggered; upon full delivery per semester					

ABC: 111,000.00
Source of fund: GASS

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.*

_____
Printed Name/Signature of Company

_____
Name and Signature of Canvasser

_____
Tel. No. / CP No. /email address

_____
Date