



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 # 24-02-PM 011).

  
**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 CY 2024 Semestral Program Coordinators and Report Officer's Meeting on March 22, 2024 (First semester)September 13, 2024 (Second Semester) at DA-XIII Conference Hall, Butuan City				
	22-Mar-24				
	AM SNACKS: 2 Slice pizza & canned juice	Pax	60		
	LUNCH: Rice, calamares,grilled fish,adobong tahong,fresh fruits tapioca,& canned juice	Pax	60		
	PM SNACKS: Carrot cake & guyabano juice	Pax	60		
	13-Sep-24				
	AM SNACKS: Cassava roll & canned juice	pax	60		
	LUNCH:Rice,Pork BBQ,fish tinola, stir fry mix veg.buko cream & canned juice	pax	60		
	PM SNACKS:Lasagna & canned juice	pax	60		
	Terms & Conditions:				
	* Buffet type of serving				
	* unli brewed coffee & water				
	* Payment shall be made after the conduct of each Activity				

ABC: **64,200.00**  
Source of funds \_\_\_\_\_

**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 sentity.
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.

After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

\_\_\_\_\_  
Name of Supplier

\_\_\_\_\_  
Signature over Printed Name of Convasser

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

\_\_\_\_\_  
Date