



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 012 ).

*[Signature]* 2/21/24  
**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 Quarterly Regional Management Committee (RMC) Meeting on <b>March 12, May 14, August 13, &amp; November 12, 2024</b> in Butuan City				
	MENU:				
	<b>March 12, 2024</b>				
	AM SNACKS:Puto Maya & Hot Choco	pax	30		
	LUNCH: Rice, Native chicken soup, grilled fish, Adobong tahong, mango float & canned juice	pax	30		
	PM SNACKS: Tuna sandwich w/ Potato chips & Canned juice	pax	30		
	<b>May 14, 2024</b>				
	AM SNACKS: Peach Mango pie & canned juice	pax	30		
	LUNCH: Rice, Bicol express, Fish escabeche, chopsuey w. quail egg, Leche flan & canned juice	pax	30		
	PM SNACKS: Cinamon roll & canned juice	pax	30		
	<b>August 13, 2024</b>				
	AM SNACKS: Camote & Banana cue (assorted) & buko juice	pax	30		
	LUNCH: Rice, Ginataang shrimp, sitaw & kalabasa, Fish Paksiw, veg, Lumpia, mango tapioca & canned juice	pax	30		
	PM SNACKS: chicken bihon guisado w/ bread & canned juice	pax	30		
	<b>November 12, 2024</b>				
	AM SNACKS: Assorted native kakanin & Hot choco	pax	30		
	LUNCH: Rice, Pork minudo, fish fillet, pinakbet, maja blanca, fresh banana & canned juice	pax	30		
	PM SNACKS: Baked macaroni & fresh guyabano juice	pax	30		
	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:

- 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.

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

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

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

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

\_\_\_\_\_  
Date