



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
 Regional Field Office XIII  
 Capitol Site, Butuan City  
 Tel. No: (085) 342-4092 Telefax No.: (085) 341-2114

**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 3 days upon receipt in sealed envelope marked with the reference no. 24-02-SP 068

  
**JONNY M. CONCON**  
 Chairman, Bids and Awards Committee

ITEM No.	Item Description	UNIT	QTY	UNIT COST	TOTAL COST
	Provision of food for the conduct of Field Division monthly meeting for CY 2024.				
	Venue: D.A. Conference Hall, Butuan City				
	Date: June 7, 2024				
	Am snacks: spaghetti and juice	pax	80		
	Lunch: Rice, Garlic chicken, Fish escabeche, chopsuey, fruits and juice	pax	80		
	PM snacks: burger and juice	pax	80		
	<b>Terms and conditions :</b>				
	Free flowing coffee and water				

ABC: 52,000.00  
 Source of fund: SAAD 2024

- 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 to 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.

\_\_\_\_\_  
 Supplier

\_\_\_\_\_  
 Signature over Printed Name of Canvasser

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

\_\_\_\_\_  
 Date