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-SPO84).

2/20
JOHNNY M. CONCON
Chairman, Bids and Awards Committee

ITEM No.	ITEM DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST
	Procurement of				
	Polo shirt	pcs	150		
	- with collar				
	- Textile: Cotton				
	- embroidered DA Logo in front				
	- embroidered SAAD Logo in the back				
	- embroidered text "Ang SAAD, TUMANon"				
	in the back (please see attached design)				
	- color: Dark Blue				
	To be delivered at DA-RFO 13				

ABC: 52,500.00
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 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.

_____
Supplier

_____
Signature over Printed Name of Canvasser

Tel. No. / CP No. / email address

_____
Date