



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**

**Caraga Region**

Capitol Site, Butuan City

Tel. No: (085) 815-2009/ (085)342-4092/Fax No.: (085) 341-2114

Email add: dacaraga@yahoo.com

**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 **Philgeps** in sealed envelope marked with the reference no. (PR # \_\_\_\_\_).

*[Signature]* 1/27/24  
**JOHNNY M. CONCON**

Chairman, Bids and Awards Committee

| Item No. | ITEM AND DESCRIPTION   | Brand/ Model | Unit | Quantity | Unit Cost | Total Cost |
|----------|--|--------------|------|----------|-----------|------------|
| 1        | ANALYTICAL BALANCE   |              | unit | 1        |           |            |
|          | Specifications:  |              |      |          |           |            |
|          | Maximum Capacity: 220 g  |              |      |          |           |            |
|          | Minimum Weight (USP, 0.1%, typical): ≤160 mg   |              |      |          |           |            |
|          | Readability: 0.1 mg  |              |      |          |           |            |
|          | Stabilization time: 1.5 - 2 seconds  |              |      |          |           |            |
|          | Adjustment: Internal (automatic)   |              |      |          |           |            |
|          | Display: LCD Backlit (touchscreen)   |              |      |          |           |            |
|          | Power supply: adapter: 100-240V  |              |      |          |           |            |
|          | To include: Power supply adaptor, calibration certificate, one year warranty, and on-site installation |              |      |          |           |            |
|          | - x -  |              |      |          |           |            |

ABC: P200,000.00

Source of Fund: ILD/RSL

**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.

Printed Name/Signature of Company Representative

Name and Signature of Convasser

Tel.No./Cp No./email address

Date