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 below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than 3 days upon receipt in the sealed envelope marked with the reference no. (PR# 24-07-SP207

ABEL F. WAGAS
Chairman, Bids and Awards Committee

ITEM No	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Catering Services				
	Date: August 9, 2024				
	Purpose: Conduct of the Field Operations Division Monthly Meeting for CY 2024				
	Venue: DA Conference Hall				
	Day 1				
	AM Snack: Palabok with Bread, and Drinks	pax	80		
	Lunch: Rice, Beef Steak, Kinilaw, Bam-I, and Drinks	pax	80		
	PM Snack: Puto Maya and Hot Choco	pax	80		
	Inclusions:				
	Free flowing coffee				

ABC: ₱ 52,000.00
Source of fund: 4K

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 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.

_____
Printed Name/Signature of Company

_____
Name and Signature of Canvasser

_____
Tel. No. / CP No. / email address

_____
Date