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 _____ in sealed envelope marked with the reference no. (PR # 24-05-PM.027

ABEL F. WAGAS
Chairman, Bids and Awards Committee

ITEM No.		UNIT	QUANTITY	UNIT COST	TOTAL COST
	ICT Software Subscription				
	Office Productivity Software (Renewal)	license	14		
	Microsoft 365 Business Standard				
	- Microsoft Word, Excel, Powerpoint				
	- Custom Email domain, 50GB mailbox storage				
	- Microsoft Teams for video conferencing				
	- 1TB OneDrive cloud storage				
	- 1-year license subscription				
	Data visualization/Business intelligence Software (Renewal)	license	1		
	Microsoft Power BI Premium				
	- 1-year license subscription				
	** Loading of license June 2024*				
	** Must be an official Microsoft Distributor/Reseller*				

ABC: 140,800.00
Source of fund: _____

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.

_____
Signature over Printed Name of Canvasser

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

_____
Date