Republic of the Philippines
Department of Agriculture
MINDANAO INCLUSIVE AGRICULTURE DEVELOPMENT PROJECT
Regional Project Coordination Office - Caraga Region
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 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 _____ in sealed envelope marked w/ the reference no. (PR #: CF2404-1-065)

For:
ENGR. RENE Q. MORALES
Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	OFFICE PRODUCTIVITY SOFTWARE				
1	**Microsoft 365 Business Standard**	license	14		
	Microsoft Word, Excel, Powerpoint				
	Custom Email Domain, 50Gb Mailbox Storage				
	Microsoft Teams for Video Conferencing				
	1TB OneDrive Cloud Storage				
	1 Year License Subscription				
	*Must be an Official Microsoft Distributor/Reseller				
				TOTAL: ₱	

EPC: **₱100,408.00**
Source of fund: **MIADP XIII**

TERMS & CONDITIONS:

1. *All entries must be typewritten/printed in ink.*
2. *Delivery period within **10** calendar days.*
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 **30** calendar days*
5. *PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.*
6. *Bidders shall submit original brochures showing certification of the products being offered.*
7. *Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to sign contract and claim payments.*

REF. No.: 10842272
Closing Date: May 11-20, 2024
5:00 PM

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