



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 13
Capitol Site, Butuan City 8600
Tel. No: (085) 305-0092

REQUEST FOR QUOTATION

Date: _____
Quotation #: _____

Name of Company _____

Address _____

TIN _____

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 # 24-10-FOVDe1)


ABEL F. WAGAS
Chairperson, Bids and Awards Committee
15 NOV 2024

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	Desktop Computer		unit	1		
	Minimum Specifications					
	-Monitor: at least 21.5" full HD					
	-Processor: at least 4-cores, 4.5 turbo Ghz, 12 MB cache					
	-Memory: at least 8GB DDR 4					
	-Storage: at least 256 GB M.2 SSD and 1TB HDD					
	-Network: WLAN and LAN					
	-Input Devices: USB wired keyboard and mouse					
	-Operating System: Windows License					
	-Warranty: 1 year part and labor					
2	Printer		unit	1		
	Minimum Specifications					
	-Printer Type: print, scan and copy					
	-Printer Method: inkjet					
	-Printing Resolution: 1,440dpi					
	-Copying Resolution: 600dpi					
	-Scanning Resolution: 1200dpi					
	-Input Capacity: 80 sheets (plain paper)					
	-Output Capacity: 30 sheets (plain paper)					
	-Paper Size: legal, letter and A4					
	Delivery at DA-Regional Office 13					

ABC: 57,100.00
Source of fund: Rice Program

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.

Name and Signature of Convasser

Printed Name/Signature of Company

Tel. No./CP No./Email Address

Date