DEPARTMENT OF AGRICULTURE
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

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 **3 days upon receipt** in sealed envelope marked with the reference no. (PR# 24-10-RES269

18 NOV 2024

ABEL F. VAGAS
Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Printing and Publications of Research Division 2023 Annual Report	pcs	45		
	- Size: A4				
	- Materials inside: CS2 # 20				
	- Cover: CS2 # 180				
	- Front and Back cover text glossy laminated, UV varnish				
	- Perfectly bind				
	- 50 pages back to back				

ABC: **54,000.00**
Source of fund: ORDA 2024 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 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