



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office XIII  
Capitol Site, Butuan City

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### REQUEST FOR QUOTATION

Date: \_\_\_\_\_

Quotation #: \_\_\_\_\_

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

TIN No. \_\_\_\_\_

Please quote your lowest price inclusive of taxes the items/s listed below, 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 market with the reference no. (PR#: 24-10-SP303)

**ABEL F. WAGAS**

Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST
	<b>Lot 1 - Ink Bottles</b>				
	Epson Ink Bottles 003 (Black)	bottle	20		
	Epson Ink Bottles 003 (Cyan)	bottle	10		
	Epson Ink Bottles 003 (Magenta)	bottle	10		
	Epson Ink Bottles 003 (Yellow)	bottle	10		
	HP Ink Bottles GT53 (Black)	bottle	20		
	HP Ink Bottles GT52 (Cyan)	bottle	12		
	HP Ink Bottles GT52 (Magenta)	bottle	12		
	HP Ink Bottles GT52 (Yellow)	bottle	12		
	Canon Ink Bottle 790 (Black)	bottle	25		
	Canon Ink Bottle 790 (Cyan)	bottle	10		
	Canon Ink Bottle 790 (Magenta)	bottle	10		
	Canon Ink Bottle 790 (Yellow)	bottle	10		
	<b>Lot 2 - Cartridges</b>				
	Printer Cartridge Yellow MP C2503	cart	2		
	Printer Cartridge Magenta MP C2503	cart	2		
	Printer Cartridge Cyan MP C2503	cart	2		

ABC: **Lot 1: 54,290 Lot 2: 64,050**

Source of fund: \_\_\_\_\_

Note:

1. All entries must be typewritten/printed in ink.
2. Delivery period within \_\_\_\_\_ 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
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 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.

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 Convasser \_\_\_\_\_

Tel. No. / Cellphone No. /Email address \_\_\_\_\_

Date \_\_\_\_\_