



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# 29-11-00002)

  
**ABEL F. VARGAS**  
 Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Advocacy Materials for Youth in Agriculture</b>					
	<b>Summit: A Regional Gathering of Sangguniang Kabataan</b>					
	<b>Venue: Butuan City</b>					
	<b>Date: November 21-22, 2024</b>					
	<b>Customized Mug</b>		pcs	130		
	- sublimation					
	- with printed DA logo					
	<b>T-shirt with print</b>		pcs	130		
	(Advocacy Shirt)					
	- printed design at front; size: A3					
	- logo at the back; size: 2x2 inches					
	- round neck, cotton					
	- color: green					
	- various sizes					
	* XS - 10 pcs					
	* Small - 40 pcs					
	* Medium - 50 pcs					
	* Large - 20 pcs					
	* XL - 10 pcs					
	<b>Customized Tote Bag</b>		pcs	130		
	- canvass/katsa fabric ; tote handbag style					
	- dimensions: 16x14 inches					
	- with DA logo and design					

ABC: 71,500.00  
 Source of fund: NUPAP

**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.

\_\_\_\_\_  
 Printed Name/Signature of Company

\_\_\_\_\_  
 Name and Signature of Conasser

\_\_\_\_\_  
 Tel. No. / CP No. /email address

\_\_\_\_\_  
 Date