

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

|  | REQUEST FOR QUOTA   | rion          |                       |                   |                     |  |
|--|---|---------------|-----------------------|-------------------|---------------------|--|
|  |   |               | Date:<br>Quotation #: |                   |                     |  |
|  | Name of Company   |               |                       |                   |                     |  |
|  | Address   |               |                       |                   |                     |  |
|  | TIN No.   |               |                       |                   |                     |  |
| Please quote your lowest price inclusive of taxes in the items/s listed, subject stating the shortest time of delivery. Submit your quotation duly signed by your reprint sealed envelope marked with the reference no. (PR # 24-11-1946) 43 |   |               |                       |                   |                     |  |
| ITEM   |   | UNIT          |                       | UNIT COST         | TOTAL COST          |  |
| No.  | ICT Software Subscription   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  | Office Productivity Software (Renewal and New)  | license       | 20                    |                   |                     |  |
|  | Microsoft 365 Business Standard - Microsoft Word, Excel, Powerpoint   |               |                       |                   |                     |  |
|  | - Microsoft Word, Excel, Powerpoint - Custom Email domain, 50GB mailbox storage   |               |                       |                   |                     |  |
|  | - Microsoft Teams for video conferencing  |               |                       |                   |                     |  |
|  | - 1TB OneDrive cloud storage  |               |                       |                   |                     |  |
|  | - 1-year license subscription   |               |                       |                   | THE LOCAL PROPERTY. |  |
| 76.8   | * Expiration date of current license December 18, 2024  |               |                       |                   |                     |  |
|  | * Must be an official Microsoft Distributor   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  | ABC: 150,000.00   |               |                       |                   |                     |  |
|  | Source of fund:   |               |                       |                   |                     |  |
| Ger  | neral 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 sentity.  |   |               |                       |                   |                     |  |
|  | 4. Price validity shall be for a period of calendar days  |               |                       |                   |                     |  |
|  | 5. PhilGEPS Registration Certificate, Business Permit, DTI Certificate and To   | x Registratio | n Certificate         | shall be attached | dupon               |  |
|  | 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.                                 |               |                       |                   |                     |  |
|  |   |               |                       |                   |                     |  |
|  | Signature over Printed Name of Canvasser Tel. No. / CP No. / email address  |               |                       |                   |                     |  |
|  |   |               |                       | Date              |                     |  |