



Republic of the Philippines  
 Department of Agriculture  
**MINDANAO INCLUSIVE AGRICULTURE DEVELOPMENT PROJECT**  
 Regional Project Coordination Office - 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 No. \_\_\_\_\_

Please quote your lowest price in the items/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in sealed envelope marked w/ the PR No. **MIADP-PR1124007**.

**ENGR. IRENE O. MORALES**  
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
<b>LOT 1</b>					
<b>OFFICE SUPPLIES</b>					
1	ARCH FILE, Legal	piece	12		
2	BALLPEN, 0.5mm Black, retractable 50/tube	box	21		
3	BALLPEN, 0.5mm Blue, retractable 50/tube	box	20		
4	CERTIFICATE HOLDER, A4, navy blue/green	piece	100		
5	CERTIFIED TRUE COPY STAMP, with dater, self-inking	piece	2		
6	CLIP, backfold, 32mm	box	33		
7	CLIP, backfold, 51mm	box	40		
8	CONSTRUCTION PAPER, 250s/pack	pack	5		
9	DATA FILE BOX, 15.5" x 9.5" x 4.5", Single w/o cover	piece	10		
10	DATER STAMP, Self-inking	piece	1		
11	DUCT TAPE, 48mm	piece	4		
12	ENVELOPE, Documentary, A4, 500/box	box	7		
13	ENVELOPE, Expanding, legal, Kraft, 100/box	box	3		
14	FOLDER, green, long, expanding, 100s/ream	ream	5		
15	GLUE, all purpose, 200 grams	bottle	10		
16	MANILA PAPER, folded, 10s/pack	pack	50		
17	MARKER, Permanent, refillable, broad tip black	piece	100		
18	MARKER, Permanent, refillable, broad tip blue	piece	100		
19	MARKER, Whiteboard, Black	piece	60		
20	MARKER, Whiteboard, Blue	piece	60		
21	NOTEBOOK, stenographer, spiral, 40 leaves	piece	1500		
22	NOTEPAD, stick on, 0.6"x2", 5 pad/pack	pad	20		
23	NOTEPAD, stick on, 2"x3", 100sheets/pad	pad	24		
24	NOTEPAD, stick on, 3"x4", 100sheets/pad	pad	30		
				<b>LOT 1 SUB-TOTAL: P</b>	

EPC LOT 1: P 126,681.00

EPC LOT 2: P 65,845.00

**EPC GRAND TOTAL: P 192,526.00**

Source of fund: MIADP 13 - Component 1

**TERMS & CONDITIONS:**

- All entries must be typewritten/printed in ink.
- Delivery period within 15 calendar days.
- 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.
- Price validity shall be for a period of 45 calendar days.
- PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.
- Bidders shall submit original brochures showing certification of the products being offered.
- Winning bidder(s) from outside Butuan City must appear personally or send 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 \_\_\_\_\_

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

Date \_\_\_\_\_

Name and Signature of Convasser \_\_\_\_\_



**REQUEST FOR QUOTATION**

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

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

Address \_\_\_\_\_

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

Please quote your lowest price in the items/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_, in sealed envelope marked w/ the PR No. MIADP-PR112409Z.

**ENGR. SINEO TORALES**  
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
25	PAGE MARKER, Arrow design, neon colors, "Sign Here" print	pad	40		
26	PAPER CLIP, vinyl plastic coated, 33mm	box	20		
27	PAPER CUTTER, 15"x18"	piece	1		
28	PAPER FASTENER, plastic, 50 sets/box	box	25		
29	PAPER PUNCHER, heavy duty, can punch up to 40 sheets	piece	3		
30	PENCIL ERASER	piece	16		
31	PERMANENT MARKER INK REFILL, Black	bottle	50		
32	PERMANENT MARKER INK REFILL, Blue	bottle	50		
33	PHOTOPAPER, Non-glossy, Long, 20S	pack	26		
34	RECEIVED STAMP, Self-inking	piece	1		
35	SIGN PEN, Black, gel, 0.5, 12s/box	box	20		
36	SIGN PEN, Blue, gel, 0.5, 12s/box	box	20		
37	SPECIALTY PAPER, A4, cream, 200gsm 100s	pack	15		
38	SPECIALTY PAPER, A4, light green, 200gsm 100s	pack	8		
39	STAMP PAD, felt	piece	20		
40	STAPLE WIRE, for DESKTOP STAPLER, heavy duty	box	30		
41	STAPLE WIRE, Standard	box	26		
42	STICKER PAPER, Glossy, long, 10s/pack	pack	30		
43	STICKER PAPER, Non glossy, long, 10s/pack	pack	30		
44	TAPE, Double sided, heavy duty	roll	2		
45	TAPE, electrical	roll	5		
46	TAPE, packaging, 48mm	roll	10		
				<b>LOT 1 SUB-TOTAL: P</b>	
				<b>LOT 1 TOTAL: P</b>	

<b>EPC LOT 1:</b>	<b>P</b>	<b>126,681.00</b>
<b>EPC LOT 2:</b>	<b>P</b>	<b>65,845.00</b>
<b>EPC GRAND TOTAL:</b>	<b>P</b>	<b>192,526.00</b>
Source of fund:	MIADP 13 - Component 1	

**TERMS & CONDITIONS:**

- All entries must be typewritten/printed in ink.
- Delivery period within 15 calendar days
- 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.
- Price validity shall be for a period of 35 calendar days.
- PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.
- Bidders shall submit original brochures showing certification of the products being offered.
- 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 Convrasser \_\_\_\_\_

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

Date \_\_\_\_\_



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

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

Address \_\_\_\_\_

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

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**ENGR. BENE O. MORALES**

Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>LOT 2</b>				
	<b>OTHER SUPPLIES</b>				
1	ALCOHOL, 70% Ethyl 300ml (spray type)	can	16		
2	BATHROOM RUG (PLASTIC)	piece	2		
3	BATHROOM DEODORIZER, 100g	piece	15		
4	BATHROOM ORGANIZER, wall mounted	piece	4		
5	BATHROOM TILE CLEANING BRUSH with handle	piece	3		
6	CLEANER, Toilet Bowl and Urinal, 900ml.	bottle	6		
7	CLEANSER, Scouring powder, 500g	bottle	16		
8	DISHWASHING LIQUID (500ml)	bottle	10		
9	LIQUID SOSA, 500ml	bottle	15		
10	GARBAGE BAG, Medium, 100pcs/pack	pack	50		
11	GLASS CLEANER, 500 ml	bottle	5		
12	HAND SOAP, Liquid, 500ml	bottle	20		
13	LANYARD WITH ID HOLDER, ordinary	piece	400		
14	POWDERED SOAP, 550g	piece	16		
15	PLASTIC LAUNDRY BRUSH	piece	3		
16	SCENTED GEL, 180g	piece	25		
17	DISHWASHING SPONGE	piece	15		
18	TISSUE, jumbo roll, 2 ply	piece	80		
19	Universal tower extension cord, min 12 gang	piece	1		
				<b>LOT 2 SUB-TOTAL: P</b>	
				<b>LOT 1: P</b>	
				<b>LOT 2: P</b>	
				<b>GRAND TOTAL: P</b>	

EPC LOT 1: **P** 126,681.00

EPC LOT 1: **P** 65,845.00

**EPC GRAND TOTAL: P 192,526.00**

Source of fund: MIADP 13 - Component 1

**TERMS & CONDITIONS:**

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

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

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

Date \_\_\_\_\_