



Republic of the Philippines
DEPARTMENT OF AGRICULTURE

Regional Field Office XIII
 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 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. 24-08-FDD128

ABEL F. WAGAS
 Chairman, Bids and Awards Committee

ITEM No.	PARTICULARS	UNIT	QTY	UNIT COST	TOTAL COST
1	LEASE OF VENUE	month	12		
	For Agricultural Program Coordinating Office- Province of Dinagat Islands(APCO-PDI) for the period of January 1,2024 to December 31,2024				
	TERMS AND CONDITIONS				
	1. Should be rented for one (1) year.				
	2. The area could accommodate maximum of fourteen (14) office staff including office logistics such as tables,cabinets,computers,chairs, etc. and at least 50 sqm. in area.				
	3. Should be located accessible to transportation,farmer beneficiaries, visitors,regional officials and staffs,etc.				
	4. Should have a living quarter for visitors.,				
	5. Should have electric and water facilities.				
	6. Should have parking space.				
	7. Repair and maintenance must of the lessor.				

ABC: 240,000.00
 Source of fund: _____

General Conditions:

- All entries must be typewritten/printed in ink.
 - Delivery period within _____ calendar days based on the contract.
 - 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.
 - Price validity shall be for a period of _____ calendar days
 - PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
 - Bidders shall submit original brochures showing specification of the products being offered.
 - 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.

Supplier

Signature over Printed Name of Canvasser

Tel. No. / CP No. / email address