





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# \_\_\_\_\_).

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

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Additional Printing of IEC Materials for 2024</b>					
	<b>3 Folds Leaflet</b>					
	- Rice Program		copies	200		
	- Corn Program		copies	200		
	- HVCDP		copies	200		
	- Organic Agriculture Program		copies	200		
	- Livestock Program		copies	200		
	- NUPAP		copies	200		
	- Pagpangandam sa La Niña Arun Padayun ang Produksyon ug Kita		copies	1,000		
	<b>Technical Specifications:</b>					
	<b>3 Folds Leaflet:</b>					
	- 3 folds 3 panels					
	- matte lamination with spot UV (front & back),					
	full color, C2S#160					
	- size: 8.5"x13"					
	<b>Customized Hanging Calendar 2025</b>		pcs	300		
	- size: 22" x 34" , pages C2S#80					
	- 12 fly, full color, glossy					
	- with high & low tides					
	- with metal slides					
	<i>Note: Different lay-out per page in the upper portion</i>					
	<b>Customized Desk Calendar 2025</b>		pcs	150		
	- size: 5.5" x 7.5" , pages C2S#160					
	- 7 leaves (14 pages back to back)					
	- full color, glossy					
	- double loop ring bind					
	- cardboard base					

ABC: 588,860.00  
Source of fund: \_\_\_\_\_

**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 Convasser

\_\_\_\_\_  
Tel. No./CP No./Email Address

\_\_\_\_\_  
Date