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# 24- 09- AFO 191).

ABEL F. WAGAS 9/6
Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Office Supplies- Ink with free use of Printer					
	Ink for Epson L15150					
	Cyan		btls.	12		
	Magenta		btls.	12		
	Yellow		btls.	12		
	Black		btls.	12		
	Note: To be delivered at D.A Caraga Region (Procurement Unit)					

ABC: P 60,000.00
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.*

_____
Name and Signature of Canvasser

_____
_____
_____
Date