



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# _____}.


APPLE E. MAGAS
Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Lot 1					
	Catering & Billeting Services for the Conduct of World Food Day 2024 Regional On the Spot Poster Making Contest					
	Date: September 18-19, 2024					
	Day 1 (September 18, 2024)					
	Ingress Billeting		pax	16		
	Day 2 (September 19, 2024)					
	Breakfast: rice, sunny side-up egg, hotdog, fresh fruits, coffee/milk		pax	16		
	AM Snacks: cheese burger (beef) & bottled water		pax	35		
	Lunch: rice, fried chicken, fish fillet (tuna), vegetable four season, tapioca, fresh calamansi juice		pax	35		
	PM Snacks: banana cake & fresh calamansi juice		pax	35		
	Dinner: rice, chicken adobo, fish fillet (tuna), pancit bihon, calamansi juice		pax	16		
	Billeting		pax	16		
	Terms & Conditions:					
	Free use of venue					
	Fully airconditioned venue & billeting					
	Venue with sound system & projector					
	With sturdy tables for Poster Making Contest					
	Food must be served in buffet style					
	Unlimited coffee & water					

ABC: 53,950.00

Source of fund: CORN

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 entity.
- 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.

Name and Signature of Convasser

Printed Name/Signature of Company

Tel. No. / CP No. /email address

Date