



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
 Regional Field Office 13  
 Capitol Site, Butuan City 8600

## 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. (PR # 29-09-AM 081)

**ABEL F. WAGAS**

\_\_\_\_\_  
 Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Other Supplies &amp; Materials</b>					
	<b>Lot 1</b>					
	Tissue, Interfolded Paper towel		pack	27		
	Face Mask		box	400		
	Feather Duster		pc	8		
	Liquid Sosa		pc	3		
	Light Emitting Diode (Led) Light Bulb, 7 watts		pc	15		
	Rug, assorted color		pc	30		
	Broom, Walis Tambo		pc	3		
	Extension Wire, 10 meters		pc	2		
	Disinfectant Spray		pc	11		
	Laundry Brush		pc	2		
	Sponge		pc	17		
	Alcohol, ethyl, scented, 500ml		bottle	23		
	Liquid Hand Soap, 500ml		bottle	8		
	Tissue Jumbo Refill		roll	40		
	Air Freshener		can	2		
	Price Tag Labeller		unit	1		
	Price Tag Sticker for Gun		roll	5		
	Detergent Powder, All purpose		pouch	23		
	Plastic Storage Box with Wheels, Large		pc	6		
	Plastic Storage Box, 22 liters		pc	6		
	Document Tray, 3 Layers		pc	30		

ABC: Lot 1 ₱ 61,000.00  
 Source of fund: \_\_\_\_\_ MDS

**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.

After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

\_\_\_\_\_  
 Signature over Printed Name of Authorized Representative

\_\_\_\_\_  
 Signature over Printed Name of Convasser

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

\_\_\_\_\_  
 Date

