



Republic of the Philippines
 Department of Agriculture
MINDANAO INCLUSIVE AGRICULTURE DEVELOPMENT PROJECT
 Regional Project Coordination Office - 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 No. _____

Please quote your lowest price in the items/s listed below, subject to the General Conditions below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in sealed envelope marked with PR No.: **CF2409-1-098**

ENGR. BENE D. MORALES
 Chairman, Special Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
1	OFFICE PRODUCTIVITY SOFTWARE MICROSOFT 365 BUSINESS STANDARD Microsoft Word, Excel, Powerpoint Custom Email Domain, 50GB Mailbox Storage Microsoft Teams for Video Conferencing 1TB OneDrive Cloud Storage 1 Year License Subscription With additional license/feature to existing/current license Must be an Official Microsoft Distributor	license	14		
				GRAND TOTAL: ₱	₱99,400.00

TERMS & CONDITIONS:

- All entries must be typewritten/printed in ink.
- Delivery period within 15 calendar days.
- 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 60 calendar days
- PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.
- Bidders shall submit original brochures showing certification of the products being offered.
- Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to sign contract and claim payments.

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

_____ Printed Name/Signature of Company
 _____ Tel. No. / CP No. / email address
 _____ Date
 _____ Name and Signature of Canvasser