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 w/ the reference no. (PR #: )

**ENGR. RENE Q. MORALES**
*Chairman, Special Bids and Awards Committee*

| ITEM No. | ITEM & DESCRIPTION | UNIT | QUANTITY | UNIT COST | TOTAL COST |
|---|---|---|---|---|---|
| | **Capital Outlay - Office Equipment** | | | | |
| | | | | | |
| 1 | **Photocopier Machine, Heavy Duty** | unit | 1 | | |
| | Copy/Print Speed: Atleast 22 ppm | | | | |
| | Scan Speed: Atleast 55 lpm | | | | |
| | Resolution: 600x600 dpi | | | | |
| | With automatic feeder | | | | |
| | Free Metal Stand | | | | |
| | Free Set Initial Consumables | | | | |
| | Free Delivery and Training of the machine | | | | |
| | Free lifetime service | | | | |
| | Free maintenance every month | | | | |
| | Has a service center in Butuan City | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | Delivery Site: DA RFO XIII Office, Capitol Site, Butuan City | | | | |
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| | | | | | |
| | | | | | |
| | | | **GRAND TOTAL: ₱** | | |

EPC: ₱128,500.00
Source of fund: MIADP Component 4

TERMS & CONDITIONS:

1. *All entries must be typewritten/printed in ink.*
2. *Delivery period within 15 calendar days.*
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 45 calendar days*
5. *PhilGEPS Registration Certificate shall be attached upon submission of the quotation if applicable.*
6. *Bidders shall submit original brochures showing certification of the products being offered.*
7. *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

_____
*Name and Signature of Canvasser*

_____
*Tel. No. / CP No. / email address*

_____
*Date*