



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**Regional Field Office XIII**  
 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 3 days in the return envelope attached herewith.

25-01-PES008

**ABEL F. WAGAS**

18 FEB 2025

Chairman, Bids and Awards Committee

ITEM	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>Analytical Balance</b>		unit	1		
	*220g capacity, 0.1mg readability					
	* LCD display with backlight					
	* SS weighing plate with alloy base					
	* External Calibration					
	* Suitable for weighing Powder Type & Liquid					

ABC: 75,000.00  
 Source of fund: HVCDP 2025

**Note:**

1. All entries must be typewritten/printed in ink.
2. Delivery period within \_\_\_\_\_ 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 \_\_\_\_\_ 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 Convasser

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

\_\_\_\_\_ Date