



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 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. RFQ-DS-SPHW


ABEL F. WAGAS

Chairman, Bids and Awards Committee

ITEM No.	Item Description	BRAND	UNIT	QTY	UNIT COST	TOTAL COST
	Procurement of IEC Materials					
LOT 1	Mga abilidad sa Mag uumang Negosyante (Agripreneurship) Booklet		pcs	280		
	Maximum of 15 pages (back to back)					
	Cover pages: matte lamination without spot					
	Front and Back covers: glossy, full color, CS #160					
	Inside pages: glossy, full color, CS #80					
LOT 2	Conducting meetings (Bisaya) Booklet		pcs	280		
	Maximum of 15 pages (back to back)					
	Cover pages: matte lamination without spot					
	Front and Back covers: glossy, full color, CS #160					
	Inside pages: glossy, full color, CS #80					
LOT 3	Leadership (Bisaya) Booklet		pcs	700		
	Maximum of 15 pages (back to back)					
	Cover pages: matte lamination without spot					
	Front and Back covers: glossy, full color, CS #160					
	Inside pages: glossy, full color, CS #80					
LOT 4	Teamwork (Bisaya) Booklet		pcs	280		
	Maximum of 15 pages (back to back)					
	Cover pages: matte lamination without spot					
	Front and Back covers: glossy, full color, CS #160					
	Inside pages: glossy, full color, CS #80					
	Delivery at DA Regional Office, Butuan City					

ABC: 96,600.00
Source of fund: SAAD 2025

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.

Supplier

Signature over Printed Name of Canvasser

Tel. No. / CP No. / email address

Date