



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 ref. no. : **MIADP13-PR0225020**

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

ITEM No.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	<b>LOT 1</b>				
	<b>Office Supplies Expense</b>				
1	(10pcs/box,black) sign pen, liquid gel ,0.5mm	Box	15		
2	(10pcs/box,back) sign pen, liquid gel ,0.3mm	Box	10		
3	Ballpen (50 pcs /box)	Box	10		
4	Bond paper (substance 20, A3, 5 reams per box)	Box	1		
5	Desk File Organizer	pcs	5		
6	Engineer Field Book	Pcs	10		
7	Specialty Paper (A4,plain cream 10 pcs/pack)	Pack	90		
8	Specialty Paper(long,plain off white 10 pcs/pack)	Pack	10		
9	Stamp Pad with ink, felt	pcs	8		
10	Expanded Envelop, kraft (legal)	pcs	100		
11	Folder, white, long, 100s/ream	ream	2		
12	Brown envelop (Short)	pcs	50		
13	Certificate holder, A4 Navy blue	pcs	400		
14	Certificate holder with Frame, A4	Pcs	30		
15	Tape, electrical	Roll	3		
16	Tape, double sided 24mm	Roll	10		
17	Tape, transparent 24mm	Roll	17		
18	Sticky Note (3in x 4in)	pad	20		
19	Tag Index (sign here)(100pcs)	pack	50		
20	Binder Clip (3/4", 12pcs per box)	box	20		
21	Binder Clip (1", 12pcs per box)	box	20		
22	Binder Clip (2", 12pcs per box)	box	10		
23	Paper Cutter (18"x15")	Pcs	1		
24	Photopaper, glossy (A4, 20 sheets/pack)	pack	50		
25	White Board Marker (Blue) (12pcs/box)	box	2		
26	White Board Marker (Black)12pcs/box)	box	2		
27	Stamp Self Inking, Received copy	pcs	1		
28	Dater	pcs	3		
29	Stamp Self Inking, Certified True Copy with Dater	pcs	2		
30	Metal Tray Desk Organizer, (3 layers)	unit	3		
			<b>SUBTOTAL: LOT 1</b>		

EPC: **LOT 1:** P59,720.00  
**LOT 2:** P62,550.00  
**TOTAL:** P122,270.00

Source of fund: **MIADP-Component 2**

### 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 **60** 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 \_\_\_\_\_

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

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*Name and Signature of Canvasser*

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

Date \_\_\_\_\_