



J.H. CERILLES STATE COLLEGE  
 Mati, San Miguel, Zamboanga del Sur, 7029  
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**Email add: jhcsprocurement@gmail.com**

### REQUEST FOR QUOTATION

Date:  
 Quotation No.

Company Name: \_\_\_\_\_  
 Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

**SIXAN P. MADARIMOT**  
 Procurement Officer

- NOTE:
1. ALL ENTRIES MUST BE TYPEWRITTEN
  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 ACDEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 90 CALENDAR DAYS
  5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATES OF THE PRODUCT BEING OFFERED.
  6. PLEASE SUBMIT THE FOLLOWING ELIGIBILITY DOCUMENTS:
    - A. Business Permit B. Philgeps Certificate/Membership C. Omnibus Sworn Statement (if ABC is above 50K)

**Office Supplies: Approve budget for the contract (ABC) - 191,700.00**

ITEM NO.	ITEM & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL
<i>Office Supplies:</i>					
01	Bondpaper, A4 Size/ 8.27 x 11.29	350	ream		
02	Bondpaper, Legal Size/ 8.5 x 13	150	ream		
03	Bondpaper, Letter Size/ 8.5 x 11	250	ream		
04	Riso Ink CU/UA S-7220 UA	4	rolls		
*****nothing follows*****					
<b>Total</b>					

Delivery Period :  
 Warranty :  
 Price Validity :

After having read and accepted your General Condition, I/We quote you on the item at price noted above.

Printed Name/Signature  
 Tel. No./Cellpone No.  
 E-mail Address