



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 ACCEPTANCE 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 50,000.00 D. PCAB License

Other Supplies: Approved budget for the contract (ABC) - 656,992.50

NO.	ITEM & DESCRIPTION	QTY.	Unit	UNIT PRICE	TOTAL
	Other Supplies				
1	Transcript of Records (ready forms), 500pcs/ream, with prints and logo	61	ream		
2	Parchment Papers (for Diplomas), elit, A4	60	pack		
3	Notareal Seal with adhesive #24	350	pc		
4	Toner Cartridge-HP 204A (CF510A)	5	cart		
	*****nothing follows*****				
	Total				

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./Cellphone No.

E-mail Address