

## Request for Quotation

Date : 8/11/2017  
 Quotation No. 17-08-19

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address

Please quote your lowest price on the item/s listed below, subject to the General Condition 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 herein.

**CECILIA L. OCHAVO-SAYCON**  
 Chief, Finance & Admin. Division  
 Procuring Officer

- NOTE:**
- 1 ALL ENTRIES MUST BE TYPEWRITTEN
  - 2 DELIVERY PERIOD WITHIN \_\_\_\_\_
  - 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 \_\_\_\_\_ CALENDAR DAYS
  - 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACH UPON SUBMISSION OF THE QUOTATION
  - 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE
1	Catering services (food and venue) for participants during the conduct of IEC on geohazards/lecture on understanding Geohazard maps scale (1:10,000) in the municipality of Maayon, Capiz on August 16, 2017 (good for 155 pax)  AM Snacks PM Snacks Lunch	_____/pax _____/pax _____/pax	

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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

\_\_\_\_\_  
 Printed Name / Signature

\_\_\_\_\_  
 Tel. No. / Cellphone No.  
 e-mail address

\_\_\_\_\_  
 Date