

## Request for Quotation

Date : 12/03/20  
 Quotation No. 2020-12-12

\_\_\_\_\_  
 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.

*[Signature]*  
**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 ATTACHED 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	TOTAL COST
1	1-lot One (1) Janitorial/Utility to performs janitorial services to Office of the Mines and Geosciences Bureau R6, Iloilo City  Scope of Work: Clean all rooms (9 units) occupied as office space by MGB 6 personnel & staff * Clean all comfort rooms, furnitures, floors & perform other janitorial functions of the office may assign from time to time. *Starting period from Jan 2, 2020 to Dec. 31, 2020 number of hours: 8 hours /day * Duty is from Monday to Friday *Starting hour of duty: 5:00 AM to 3:00 PM  Monthly Rate x 12 months - - - -	12 mos.	_____	_____
	Note : ABC: 190,000.00/lot  Instruction: Pls submit together with your RFQ the ff: *Mayors permit *Omnibus Sworn Statement *Phil-GEPS registration *Income tax return * Cost Distribution			
	TOTAL - - - - -			

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