

Request for Quotation

Date : 12/ /2021
 Quotation No. 2021-12-18

 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 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 | UNIT | QTY. | UNIT COST | TOTAL COST |
|---|--|------|------|-----------|------------|
| 1 | Laid Board, size: Long, color: Cream (10pcs/pck) | pck | 10 | _____ | _____ |
| 2 | External Drive 2 TB | unit | 39 | _____ | _____ |
| 3 | Computer Ink EPSON 6641 (Black) | unit | 20 | _____ | _____ |
| TOTAL : | | | | | |
| APPROVED BUDGET FOR THE CONTRACT (ABC) | | | | | |
| (Php260,000) | | | | | |

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