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# Request for Quotation

Date : 02/05/2020  
Quotation No. ,2020-02-01

\_\_\_\_\_  
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	UNIT	QTY.	UNIT PRICE
1	Exterior Tire, All Terrain, 265/65R17	pcs	4	_____
2	Exterior Tire, All Terrain, 265/60/R18	pcs	4	_____
ABC - 118,000.00				

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