


REQUEST FOR QUOTATION

Date : 9/19/2019

Quotation No. _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelope attached herewith.


MARIZA O. NALLANA
Head - Secretariat

- NOTE :
1. THE APPROVED BUDGET FOR THE CONTRACT IS PHP 100,000.00
 2. ALL ENTRIES MUST BE LEGIBLY WRITTEN
 3. DELIVERY PERIOD OF THIS CANVASS IS WITHIN SEVEN (7) CALENDAR DAYS.
 4. 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.
 5. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	Unit Price
	Printing of Forms:			
1	DOCKAGE REPORT FORM 1. Forms must be in triplicate copies 2. Size: Half of 8 1/2" x 13" (long bond paper) 3. 1 booklet composed of 50 sets 4. pre numbered - number start at 63701 5. Carbonless 6. Please refer to attached sample	500	pads	
2	PERMIT TO LOAD PROVISION ON BOARD VESSELS 1. Forms must be in triplicate copies 2. Size: Half of 8 1/2" x 11" (A4 bond paper) 3. 1 booklet composed of 50 sets 4. Carbonless 5. Please refer to attached sample	300	pads	
Note:	We deduct 4% tax for goods and 5% tax for services for NON-VAT registered suppliers and 6% tax for goods and 7% tax for services for VAT-registered suppliers.			

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

Date

Tel. no. / Cellphone No. / e-mail address