


REQUEST FOR QUOTATION

Date : 11/18/2019
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 105,000.00
 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
1	Computer swivel chair with arms, with tilting mechanism	3	pcs	
2	Boltless shelves, 5 layers, metal, heavy duty	6	unit	
3	Foldable tables, rectangular, 6ft, plastic	12	pcs	
4	Monoblock chairs, heavy duty and of good quality	36	pcs	

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