Republic of the Philippines

Province of Negros Occidental

City of Talisay

REQUEST FOR QUOTATION

ABC: Php.77,450.00

 Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Quotation No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Condition on the last

Page, starting the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the return envelope attached herewith.

 ARCHIBALD M. TUVILLA

 General Services Officer

Note:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN \_\_\_\_\_\_\_\_\_\_\_\_ CALENDAR DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS AND ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE CITY OF TALISAY
4. PRICE VALIDITY SHALL BE FOR A PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ITEM NO. | DESCRIPTION | QTY. | UNIT | UNIT PRICE |  |
| 1 | Computer Continuous Form 2 ply, 9 ½” x 11” | 23 | box |  |  |
| 2 | Computer Continuous Form 2 ply, 9 ½”x 13 | 21 | box |  |  |
| 3 | Computer Continuous Form 2 ply, 11 x 14 7/8” | 2 | box |  |  |
| 4 | Bond paper short | 15 | reams |  |  |
| 5 | Bond Paper long | 15 | reams |  |  |
| 6 | Bond paper A4 | 25 | reams |  |  |
| 7 | Folder, Expanded long | 100 | Pcs. |  |  |
|  | For the use of the City Treasurer’s |  |  |  |  |
|  | City of Talisay |  |  |  |  |
|  | Xxxxxxxxxxxnothing followsxxxxxxx |  |  |  |  |
|  |  |  |  |  |  |

 BRAND AND MODEL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 DELIVERY PERIOD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 WARRANTY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PRICE VALIDITY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After having carefully read and accepted your general conditions/I/We quote you on item.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PRINT NAME AND SIGNATURE

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Tel. No./Cellphone No. & Email Address