**REQUEST FOR QUOTATION/PROPOSAL**

Date: «date»

RFQ No.: «rfqno»

PR No.: «prno»

PHILGEPS Ref. No.: «philgeps»

Name of Company: «company»

Address: «company-address»

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the General Conditions written below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than «deadline» at the address listed.

JOSISA C. CONCHADA

Chairman, Bids & Awards Committee

General Conditions of the Contract:

1. All entries must be type written
2. Bidders must submit certificate of PHILGEPS Registration; or
3. Bidders must submit necessary business permits (SEC, LGU, DTI, CDA, etc.)
4. Place this RFQ in a sealed envelope and type the following details on the face of the envelope: Your company Name, RFQ No., PR No., PHILGEPS Reference No.
5. Delivery period must be at least within \_\_\_\_\_ calendar days upon receipt of the Notice of Award.
6. Item/s delivered must have warranties for unit replacement, parts, labor or other services.
7. Price validity shall be for a period of thirty (30) calendar days.
8. Quoted prices must be inclusive of taxes, and other charges or fees and shall not exceed the Approved Budget for the Contract (ABC)
9. Transaction with Leyte Normal University shall mean compliance by the winning bidder within the bid delivery requirements before the issuance of check payment/LDAP.
10. Failure to comply with these conditions shall mean disqualification of your bid proposal.

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| --- | --- | --- | --- | --- | --- | --- |
| No. | Item & Description | Qty | Approved Budget for the Contract (ABC) | Unit Price | Total Price | Technical Proposal (Indicate Brand/Model | Offer) |
|  |  |  |  |  |  |  |

After having carefully read and accepted your General Conditions, we quote on the item/s at price/s noted above.

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| --- | --- |
|  | «company»  Company Name  «company-telephone»  Tel. No./Cellphone No.  Printed Name/Signature  Date |

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| CANVASSER’S CERTIFICATION  This is to certify that I have full knowledge, authority and responsibility in distributing and/or collecting the Request for Quotation in accordance to the guidelines in securing prices for Leyte Normal University  «canvasser»  AUTHORIZED CANVASSER |  |