

REQUEST FOR QUOTATION

\_\_\_\_\_  
Company Name

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

\_\_\_\_\_  
Address

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

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in a sealed envelope.

**EDUARDO A. DELA VICTORIA**

OIC, Procurement Office

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, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF FIFTEEN (15) CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT	UNIT PRICE

Delivery Period: \_\_\_\_\_

Warranty: \_\_\_\_\_

Price Validity: \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name of bidder

Tel No./ Cellphone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

\_\_\_\_\_  
Signature over printed name of canvasser