**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.

|  |  |
| --- | --- |
|  | «signatory\_1»  «title\_1» |

General Conditions of the Contract:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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.

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

|  |  |
| --- | --- |
| 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 |  |