



REQUEST FOR QUOTATION

Date: _____
Quotation #: _____

Name of Company

Address

TIN No.

Please quote your lowest price inclusive of taxes in the items/s listed, subject to the General Conditions below, stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than _____ in sealed envelope marked with the reference no. (PR # 23-10-PMD42)

_____ 6/20
JOHNNY M. CONCON
Chairman, Bids and Awards Committee

ITEM No.		UNIT	QUANTITY	UNIT COST	TOTAL COST
	ICT Software Subscription				
	Office Productivity Software (Renewal)	license	9		
	Microsoft 365 Business Standard				
	- Microsoft Word, Excel, Powerpoint				
	- Custom Email domain, 50GB mailbox storage				
	- Microsoft Teams for video conferencing				
	- 1TB OneDrive cloud storage				
	- 1-year license subscription				
	* Loading of license December 2023				
	* Must be an official Microsoft Distributor/Reseller				

ABC: 72,000.00
Source of fund: _____

- General Conditions:
1. All entries must be typewritten/printed in ink.
 2. Delivery period within _____ calendar days based on the contract.
 3. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by procuring entity.
 4. Price validity shall be for a period of _____ calendar days
 5. PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
 6. Bidders shall submit original brochures showing specification of the products being offered.
 7. Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to signed contract and claimed payments.
- After having carefully read and accepted your General Conditions, I/We quote on the item at prices noted above.

Signature over Printed Name of Convasser

Tel. No. / CP No. / email address

Date