



REQUEST FOR QUOTATION

Date: _____
 Quotation #: _____

Name of Company

Address

TIN

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 # 24-02-Sp131)

(Signature)
JEREMY M. CONCON

Chairperson, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST
	Procurement of Laptop Computer	unit	3		
	<i>Specifications:</i>				
	- Display: 15.6inch Full HD, min.				
	- Processor: 8-cores, 4.4.GHz turbo frequency, 12MB cache, min.				
	- Memory: 8GB DDR4, min.				
	- Storage: 512GB NVMe SSD, min.				
	- Operating System: Windows (License)				

ABC: 134,400.00
 Source of fund: NUPAP 2023

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.

 Printed Name/Signature of Company

 Name and Signature of Convasser

 Tel. No. / CP No. / email address

 Date