



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 3 days in sealed envelope marked with the reference no. (**PR # 24-09-AFD201**).

ABEL F. WAGAS
 Chairman, Bids and Awards Committee

ITEM NO.	ITEM & DESCRIPTION	BRAND	UNIT	QUANTITY	UNIT COST	TOTAL COST
Office Supplies						
	Paper, Multicopy, A4		Ream	100		
	Paper, Multi-purpose, Legal		Ream	150		
	Folder, Expanding White, Legal		Pc	100		
	Staple Wire, No. 35, 26/6		box	30		
ICT Supplies						
	Ink, Epson 003, Black		btl.	10		
	Ink, Epson 664, Black		btl.	10		

ABC: _____
 Source of fund: 62,350.00
 RICE ESSETS

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.

RAMIL LIMOCON
 Name and Signature of Convasser

 Printed Name/Signature of Company

 Tel. No. / CP No. / email address

 Date