

REQUEST FOR QUOTATION

Date:	
Ountation #	

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 3 days upon reciept, in sealed envelope marked with the reference no. [PR # 25-03] SP134

Chairman, Bids and Awards Committee

TEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
LOT 1	SEMI-FURNITURES & FIXTURES					
			unit	1		
	STEEL CABINET		unic	1		
	STEEL CABINET WITH LOCK					
	FOUR ADJUSTABLE SHELVES					
	DIMENSION: 90 X 40 X 185CM			4		
_	STEEL DRAWER		unit	4		
	VERTICAL FILE CABINET					
	LENGTH: 45.8CM					
	WIDTH: 62 CM					
	HEIGHT: 1.38 MTRS.					
	OFFICE TABLE		unit	7		
	WITH FOUR DRAWER FOR STORAGE					
	LAMINATED PARTICLE BOARD					
	OFFICE CHAIR		unit	5		
	COLOR: BLACK					
	HEIGHT ADJUSTABLE; 94-100CM					
	LOAD CAPACITY: 120KG					
LOT 2	SEMI-OFFICE EQUIPMENT					
	PAPER SHREDDER		unit	2		
	BIN CAPACITY:13L, MINIMUM	1	unit	4		
	SHRED TYPE/SIZE (MM): CROSS-CUT/ 5 X 47	+				
	SHEET CAPACITY: A4/LEGAL	-				
	SHREDDING SPEED (M/MIN.): 2.65, MINIMUM	-				
	NOISE LEVEL(DB): 70 MAX.	+				
	WATER DISPENSER					
	3 WATER TEMPERATURE TYPE		unit	2		
	BOTTOM LOADING DESIGN TYPE					
	COLOR: BLACK					
	WATER PUMP: YES					
	PILOT LAMP: YES					
	POWER SWITCHES: HOT & COLD WARRANTY: 1 YEAR PARTS & LABOR					
	THROUGHT I TEAR PARTS & LABUR					
					_	

ABC:	136,100.00	
Source of fund:	GAA 2025	

- 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 sentity.
- 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.

 $After\ having\ carefully\ read\ and\ accepted\ your\ General\ Conditions, I/We\ quote\ on\ the\ item\ at\ prices\ noted\ above.$

Sign	ature over Printed Name of Authorized Representative
- 0	The over Trinced Name of Authorized Representative

Date

Signature over Printed Name of Canvasser