

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: Request for Quotation

Date: May 17, 2017

Quotation No. 20170529

Company Name

Address

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 _____ in the return envelope attached herewith.

JOSISA R. CHATO

Chairman, Bids & Awards Committee

General Conditions of the Contract:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN SEVEN (7) DAYS
3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR
FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY LEYTE NORMAL UNIVERSITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED
7. This project is 1 Lot.

ITEM NO.	ITEM & DESCRIPTION	QTY	ABC	QUOTATION
1	COMPUTER ANTI-VIRUS, SINGLE USER	4	12,000.00	
2	DESKTOP COMPUTER, CORE i3, BRANDED	3	150,000.00	
3	FAX MACHNE, PLAIN PAPER WITH PHONE, ELECTRONIC VOLUME CONTROL, AUTOMATIC DOCUMENT FEEDER, 10 PAGES, 50 SHEETS PAPER TRAY, 1-6 ONE-TOUCH DIALER, PHONEBOOK VOLUME WITH DISTINCTIVE RING DETECTION	1	12,500.00	
4	UNINTERUPTIBLE POWER SUPPLY, 650VA,400W	1	8,000.00	
	TOTAL		182,500.00	

Bi : _____
D : _____
W Warranty: _____
Pi Price Validity: _____

After having carefully read and accepted your General conditions, I/we quote on the item/s at price noted above

Company Name

Tel. No./ Cellphone No.

Printed Name/Signature

Date