

Standard Form Number: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: **Request for Quotation**

Date: March 6, 2017
 Quotation No. 20170314

 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.

ITEM NO.	ITEM & DESCRIPTION	QTY	ABC	QUOTATION
1	MULTIFUNCTIONAL PHOTOCOPIER WITH AUTOMATIC DOCUMENT FEEDER	2 UNITS	210,000.00	
	TOTAL		210,000.00	

Brand: _____
 Deliv: _____
 Warr: Warranty: _____
 Price: 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