

Date: October 25 , 2021  
 Quotation No. 20211026

\_\_\_\_\_  
 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.



**GENEROSO N. MAZO**  
 Chairman, Bids & Awards Committee

**General Conditions of the Contract:**

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN *SEVEN (7)* CALENDAR 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	ARCH FILE, LONG 3 HOLES, blue	200	70,000.00	
2	ARCH FILE, LONG 3 HOLES, green	200	70,000.00	
3	ARCH FILE, LONG 3 HOLES, red	200	70,000.00	
<b>TOTAL</b>			<b>210,000.00</b>	

Delivery Period

Warranty

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