

Date: October 19, 2021
 Quotation No. 20211023

 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	Paper Multicopy, 80 gsm, size, 210 mm x 297 mm	200	50,000.00	
2	Paper Multicopy, 80 gsm, size, 216 mm x 330 mm	300	75,000.00	
3	Paper Multicopy, 80 gsm, size, 216 mm x 330 mm	10	13,000.00	
4	Scotch tape, 3 inches	30	2,100.00	
5	Glue 240 gms	30	1,800.00	
6	Paper clip, plastic small	30	750.00	
7	Paper clip, plastic big	30	1,100.00	
8	Permanent marker black	3	600.00	
9	Permanent marker blue	3	600.00	
10	whiteboard marker blue	5	1,500.00	
11	whiteboard marker black	5	1,500.00	
12	ballpen, black	3	500.00	
13	clearbook, long size	30	2,100.00	
14	folder, long	2	800.00	
15	folder,short	2	700.00	
16	envelope, long	2	600.00	
17	ballpen, blue	3	500.00	
18	pencils	3	500.00	
19	staple wire # 35	5	175.00	
20	stapler heavy duty, joy #1611	2	1,000.00	
21	correction tape	30	1,200.00	
22	masking tape 3 inches	30	1,200.00	
TOTAL			157,225.00	

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