

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

Date: December 20, 2021  
 Quotation No. 20211212

\_\_\_\_\_  
 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 *ONE (1)* year.
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	Student Insurance	9368	299,776	
	<b>TOTAL</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*