

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: October 1, 2021

Quotation No. 202109124

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
	MEALS FOR:			
	University Organizational Structure"			
	October 7-8 , 2021			
1	Snacks (AM and PM) for two days for 75 pax	300	30,000.00	
2	lunch for 75 pax	150	37,500.00	
	"Frontline Management and Business Correspondence Seminar Workshop"			
	October 26 & 27, 2021			
3	Snacks (AM and PM) for two days for 60 pax	240	24,000.00	
4	lunch for 60 pax	120	30,000.00	
	TOTAL		121,500.00	

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