

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

Date: May 24, 2021
 Quotation No. 20210512

 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

ITEM NO.	ITEM & DESCRIPTION	QTY	ABC	QUOTATION
1	Laptop Computer-15.6-inch Full HD multimedia with Intel Core i7 7700HQ processor, 2.8 GHz CPU speed and 8GB RAM + 1TB HDD and 128GB SSD storage	1	50000	50,000.00
2	Desktop Computer-1 set-23.88-inch FHD All-in-One desktop powered by up to Intel Core i5 processor with up to 3.4 GHz processor speed, and with up to 16GB DDR4 SDRAM + 1TB HDD storage. with mouse and keyboard	1	40000	40,000.00
TOTAL				90,000.00

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