

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

Date: 5-Dec-2018
 Quotation No. 20181116

 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.


 CLEMELLE L. MONTALLANA
 Chairman, Bids & Awards Committee

General Conditions of the Contract:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN THREE (3) 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	CAP	282	70,500.00	
2	COLLARD SHIRT	20	11,000.00	
3	COLLARD SHIRTS WITH JOGGING PANTS	77	92,400.00	
4	JACKET	278	250,200.00	
5	SLEEVELESS SHIRT WITH SHORT PANTS	46	40,480.00	
6	T-SHIRT WITH SHORT PANTS	87	76,560.00	
TOTAL			541,140.00	

Brand and Model : _____
 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