

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

Date: 9-May-2019
 Quotation No. 20190509

 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 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	LAPTOP COMPUTER-SCREEN SIZE: 14" WITH TOUCH SCREEN FEATURE; INTEL CORE I7 8TH GEN; WINDOWS 10 HOME 64 BIT; 8GB; 1 TB; SD CARD READER; USB 2.0 & USB 3.0; ETHERNET; HDMI; VGA; HEADPHONE/SPEAKERS JACK; BATTERY; 5-8 HRS; WITH MICROSOFT OFFICE	1	60,000.00	
TOTAL			60,000.00	

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