

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

Date: October 13, 2020
 Quotation No. 20201010

 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.


JOSISA CHATO CONCHADA
 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	OFFICE TABLE, 1.4M, WITH ATTACHED DRAWERS	3 UNITS	29,685.00	
2	SWIVEL CHAIR, HIGH BACK, LEATHER, BLACK, (see	1 UNITS	5,795.00	
3	SWIVEL CHAIR, LOW BACK, MESH, BLACK, (see	4 UNITS	22,380.00	
	NOTHING FOLLOWS			
	TOTAL		57,860.00	

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