

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

Date: November 9, 2020  
 Quotation No. 20201107

\_\_\_\_\_  
 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

ITEM NO.	ITEM & DESCRIPTION	QTY	ABC	QUOTATION
1	UNINTERRUPTIBLE POWER SUPPLY (UPS)	10 UNITS	75,000.00	
2	HEAVYDUTY PRINTER/SCANNER/COPIER/COLOR SCANNER	2 UNITS	300,000.00	
3	COMPUTER SETS	2 UNITS	70,000.00	
	NOTHING FOLLOWS			
	<b>TOTAL</b>		<b>445,000.00</b>	

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

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*Date*

