

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

Date: December 7, 2020  
 Quotation No. 20201214

\_\_\_\_\_  
 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	Expanding Folder	500 pcs.	16,500.00	
2	Expanding Envelope, Brown	500 pcs.	8,500.00	
3	Fastener, Plastic	100 box	3,700.00	
4	Data File Box	300 pcs.	54,000.00	
5	CLIP, Backfold, 32MM, 12 PCS. PER Box	50 box	1,500.00	
6	CLIP, Backfold, 50MM, 12 PCS. PER Box	50 box	2,500.00	
7	MULTIPURPOSE BOND PAPER, A4, 70 GSM	50 reams	9,750.00	
8	MULTIPURPOSE BOND PAPER, SHORT, 70 GSM	50 reams	9,250.00	
	xxxNOTHING FOLLOWSxxx			
	<b>TOTAL</b>		<b>105,700.00</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*

\_\_\_\_\_  
*Date*

