

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

Date: September 1, 2020  
 Quotation No. 20200836

\_\_\_\_\_  
 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        | RIBBON (DIFFERENT COLOURS) FOR GRADUATING STUDENTS         | 600 pcs. | 39,000.00        |           |
| 2        | RIBBON (DIFFERENT COLOURS) FOR OFFICIALS AND FACULTY STAFF | 150 pcs  | 28,500.00        |           |
|          | NOTHING FOLLOWS  |          |                  |           |
|          | <b>TOTAL</b>   |          | <b>67,500.00</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