

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: October 14, 2021

Quotation No. 20211010

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.

GENEROSO N. MAZO

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	Paper, Bookpaper, substance 20, A4	80	14,400	
2	PAPER, multicopy, legal, for laser printing	80	16,000	
3	folder, white, standard, long (ream)	1	500	
4	folder, white, standard, A4 (ream)	1	480	
5	DATA FILE BOX, (5"X9"X15-3/4") ROYAL BLUE	50	6,000	
6	Staple Wire, No. 35, 26/6	20	1,000	
7	Fastener, for paper, plastic	10	800	
8	Ruler, 24 inches	6	150	
9	Push pins, flat head	1	50	
10	stapler, metal, with staple remover	9	9,000	
11	Staple wire, length 5mm/100 staples, No. 10	10	500	
12	staple remover	10	800	
13	stamp dater (mm/dd/yy)	1	300	
14	epson, ink refill, black	10	5,000	
15	epson, ink refill, magenta	10	5,000	
16	epson, ink refill, yellow	10	5,000	
17	epson, ink refill, cyan	10	5,000	
18	Epson 003 Ink Refill Bottle for L5190 (Black)	5	2,500	
19	Epson 003 Ink Refill Bottle for L5190 (Magenta)	5	2,500	
20	Epson 003 Ink Refill Bottle for L5190 (Yellow)	5	2,500	
21	003 Epson Ink Refill Bottle for L5190 (Cyan)	5	2,500	
TOTAL			79,980.00	

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