

Standard Form Number: SF-GOOD-60

Revised on: May 24, 2004

Standard Form Title: **Request for Quotation**

Date: September 24, 2021

Quotation No. 202109104

\_\_\_\_\_  
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            | Executive table            | 1   | 50000             |           |
| 2            | Movable cabinet            | 2   | 40000             |           |
| 3            | Sofa                       | 1   | 50000             |           |
| 4            | Accent Chair               | 2   | 30000             |           |
| 5            | Visitors Chair             | 6   | 18000             |           |
| 6            | Conference Table 6 seaters | 2   | 50000             |           |
| 7            | Dining table               | 1   | 20000             |           |
| 8            | Display cabinets           | 4   | 40000             |           |
| 9            | Computer table             | 3   | 18000             |           |
| 10           | Console Table              | 2   | 30000             |           |
| 11           | Coffee Table Set           | 2   | 20000             |           |
| <b>TOTAL</b> |                            |     | <b>366,000.00</b> |           |

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