

**LEYTE NORMAL UNIVERSITY
TACLOBAN CITY**

Project Reference Number
Name of the Project
Location of the Project:LNU
Tacloban City

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

Date: April 13,2022
Number: 350422

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/handwritten.
2. Delivery period within SEVEN (7) calendar days.
3. Warranty shall be a period of **SIX (6) months** for supplies and materials, **ONE (1) Year** for the equipment, from the date of acceptance by Leyte Normal University.
4. Price validity shall be for a period of THIRTY (30) Calendar Days.
5. PHILGEPS registration certificates 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.	Articles	QTY.	Total	QUOTATION
1	STICKER PAPER, WHITE, LONG	100 PACK	8,500.00	
2	PVC COVER, 200MIC, CLEAR, 100 PCS PER PACK (Small-2, A4-4 , long-4)	10 PACK	8,000.00	
3	MOROCCO SHEETS, A4, 100 PCS PER PACK	2 PACK	800.00	
4	PHOTO PAPER, A4, GLOSSY	25 PACK	3,750.00	
5	DATA FOLDER, MADE OF CHIPBOARD,TAGLIA LOCK	400 PC	120,000.00	
6	FOLDER, TAGBOARD, LONG, WHITE & BROWN	60 PACK	42,000.00	
	NOTHING FOLLOWS			

Brand 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

Business/Mayor's Permit No.

TIN:

PhilGEPS Registration Number (required)

Tel. No./Cellphone No.

Printed Name/Signature

Date