



REQUEST FOR QUOTATION

 Sir / Madam

Please quote your lowest price for the following items enumerated below, taking into consideration to the following:

TERMS AND CONDITIONS

1. The Approved Budget for the purchase is **PHP 180,000.00**
2. Price Quotation should be inclusive of the 5% Final VAT and expanded withholding tax (EWT) of 1%.
3. Price Quotation shall be valid within thirty calendar days from the deadline of the RFQ.
4. Delivery period is within fifteen (15) calendar days from the receipt of the Purchase Order
5. If awarded the contract, processing and payment shall be made after the complete delivery of the services/supplies and final acceptance.
6. Refusal to accept an award maybe ground for the imposition of administrative sanctions under Rule XXII of the Revised IRR of RA 9184
7. FOB-DESTINATION
8. The procuring entity may terminate the contract, in whole or in part, at any time for unsatisfactory service.

ITEM NO.	ITEM AND DESCRIPTION/ SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	ACRYLIC SIGNAGE (NAME HOLDER) 3X11	30	PCS		
2	USB- MAKE TO FEMALE CONNECTOR 3 METERS USB TYPE C	2	PCS		
3	HDD	2	UNIT		
4	PRINTER WITH SCANNER	2	UNIT		
5	COMPUTER TABLE	1	UNIT		
6	PUNCHER	5	PCS		
7	STEEL CABINET 3 LAYER VERTICAL	1	UNIT		
8	STEEL RACK	5	UNIT		
9	DATA FILE FOLDER	100	PCS		
10	DATA FILE BOX	100	BOX		
11	CLEAR BOOK (LONG)	100	PCS		
12	PLASTIC REFILL CLEAR BOOK (LONG)	1,000	PCS		
*****		Total Amount			

DATE: _____

I have read and understood the TERMS AND CONDITIONS stated above.

By signing this quote, I hereby agree and bind myself to the TERMS & CONDITIONS.

Signature Over Printed Name: _____

Position in firm: _____

Business Address: _____

Telephone No.: _____

ADELAIDA QUIAS-ABENIR

OIC Chief, Management Services Division

JACKYLINE E. SILLA

Canvasser

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