



PR No.:

**2022-01-0011**

**REQUEST FOR QUOTATION**

Opening Date: 03/04/2022  
 Closing Date: 03/08/2022, 10:00 AM

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 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 125,000.00**
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.
9. All quotations must be sent to the procuring entity not later than the closing date indicated above.

ITEM NO.	ITEM AND DESCRIPTION/ SPECIFICATIONS	QNTY	UNIT	UNIT PRICE	TOTAL AMOUNT
1	SEAMS FORM (1-17 PAGES) 10 REAMS/PAGE	170	REAMS		
2	SEAMS STICKER	5,000	PCS		
<b>Total Amount</b>					

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 Q. ABENIR**  
 Chief Management Services Division

**JACKYLINE E. SILLA**  
 Canvasser  
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