

Te. No. (047) 2446246

Standard Form Number: SF-GOOD- 60

Purchase Request No. : BNA-4814-20

Trade Agreement : Revised Implementing Rules and Regulations of R.A 9184

Procurement Method : Shopping - Regular Office Supplies (Sec 52.1b)

Approve Budget Cost : Php87,000.00  
(ABC)


Date : \_\_\_\_\_

## REQUEST FOR QUOTATION

Company/Traders Name : \_\_\_\_\_

Address : \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than January 22, 2020.

  
GUALBERTO E. ANGELES

BAC Chairperson

Item No.	Item/s and Description	Quantity	Unit	Unit Price	Total Price
1	Bulb, LED, 9W	50	pcs		
2	USB, 64 Gb	10	pcs		
3	Tissue Paper	500	rlls		
4	Photo Paper	10	pks		
5	Insecticide Spray	20	cns		
5	Alcohol, 70%, rubbing, isoprophyl, 500ml	50	btls		
6	Data File Box	20	pcs		
7	Correction Tape	30	pcs		
8	Calculator, 16-digits	5	pcs		
9	Bond Paper, A4	100	rms		
10	Ballpen, black/blue	100	pcs		
11	Balikbayan Box	20	pcs		
12	Data Folder	50	pcs		
	*****nothing follows*****				
	<b>NOTE:</b>				
	<b>For PMO-Bataan/Aurora 1st quarter Office Supplies CY 2020</b>				

After having carefully read and accepted your General Condition, I/We quote you on the item/s at prices noted above.

\_\_\_\_\_  
Signature Over Printed Name

Tel No. \_\_\_\_\_

**General Conditions:**

1. ALL ENTRIES MUST BE WRITTEN LEGIBLY or TYPEWRITTEN
2. QUOTATIONS WITH ERASURES OR OVERWRITING SHALL BE VALID ONLY, IF THEY ARE SIGNED OR INITIALLED BY THE SUPPLIER OR HIS AUTHORIZED REPRESENTATIVE
3. DELIVERY PERIOD WITHIN 30 Calendar Days AFTER RECEIPT OF P.O or notice
4. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
5. PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 Calendar Days
6. SUPPLIER MUST POSSESS TAXPAYER INFORMATION NUMBER (TIN)