

Te. No. (047) 2446246

Standard Form Number: SF-GOOD- 60

Purchase Request No. : BNA-5421-21

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

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

Approve Budget Cost : Php85,800.00

(ABC)

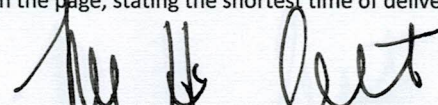
Date : _____

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 _____.



 NILO RIENZIE H. DEPASUCAT
 BAC- Chairperson

Item No.	Item/s and Description	Quantity	Unit	Unit Price	Total Price
1	Ink Cartridge, Epson 664, black	20	pcs		
2	Toner Cartridge, HP 85	10	pcs		
3	Printer Ribbon, Epson LQ 2190	20	pcs		
4	Paper Clips, small	20	bxs		
5	Brown Envelope, A4	200	pcs		
6	Data Folder	150	pcs		
	*****nothing follows*****				

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
 QUOTATIONS WITH ERASURES OR OVERWRITING SHALL BE VALID ONLY, IF THEY ARE SIGNED OR INITIALLED
- 2 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)