

Te. No. (047) 2446246

Standard Form Number: SF-GOOD- 60

Purchase Request No. : BNA- 4100-18

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

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

Approve Budget Cost : Php51,000.00
(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 **October 22, 2018**

original signed

REMEDIOS M. FRAC
 BAC Chairperson

Item No.	Item/s and Description	Quantity	Unit	Unit Price	Total Price
1	Ballpen, red	6	pcs		
2	Sign pen, black	3	pcs		
3	Sign pen, blue	3	pcs		
4	Cartridge, HP 680 black	18	cart		
5	Cartridge, HP 680 color	15	cart		
6	Toner, HP 85A	2	cart		
7	Balikbayan box	10	pcs		
8	Uninterruptible power supply (UPS)	1	unit		
9	Paper shredder, heavy duty	1	unit		
10	Paper puncher + Bookbinding machine	1	unit		

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)
7. Phil-GEPS REGISTRATION CERTIFICATE/ NUMBER SHALL BE SUBMITTED
8. SUBJECT TO SUBMISSION OF LEGAL DOCUMENTS FOR THE DETERMINATION OF TECHNICAL, LEGAL AND FINANCIAL CAPABILITY OF SUPPLIER