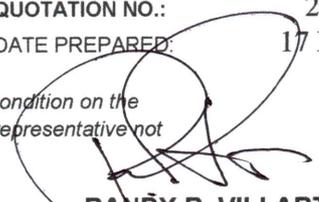


**REQUEST FOR QUOTATION**

NAME OF SUPPLIER:  
 OFFICE ADDRESS :

QUOTATION NO.: 2021-02-0052  
 DATE PREPARED: 17 February, 2021

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



**RANDY B. VILLARTE**  
 Supervising Supply Officer

**NOTE:**

1. All entries must be handwritten or typewritten
2. **Delivery period within 30 calendar days.**
3. **Warranty shall be for a period of one (1) year from the date of acceptance of the delivered items. The obligation for the warranty shall be covered by either retention money or special bank guarantee in an amount equivalent to 1% of the contract price. The said shall shall only be released after the lapse of the warranty period.**
4. Price validity shall be for a period of 30 calendar days
5. Bidders shall submit original brochures showing certifications of the product being offered.
6. Sealed canvass/quotation shall be accepted.
7. **All prospective bidders shall submit Mayor's/Business permit, PhilGEPS registration number and Omnibus Sworn Statement during the opening of sealed RFQ.**
8. Only RFQ, if submitted personally, with the duly notarized Special Power of Attorney or Secretary's Certificate shall be accepted.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
<b>PROCUREMENT OF SUPPLY AND DELIVERY:</b>					
1	<b>TABLE, CLERICAL, 120CM X 90CM X 75CM, STEEL BASE/LEG, DARK BROWN FINISH, GOOD QUALITY, PER SAMPLE</b>	9	UNIT		
2	<b>CLERICAL CHAIR, ERGONOMIC, BLACK, MESH TYPE BACKREST, FAUX LEATHER SEAT, SWIVEL, WITH ARMREST, WITH LUMBAR SUPPORT OR CUSHION BACK SUPPORT</b>	9	UNIT		
3	<b>OFFICE SOFA, FAUX LEATHER, BLACK OR DARK BROWN COLOR, LENGTH 95" X DEPTH 36.25" X BACK HEIGHT 30" X SEAT HEIGHT 17.75" X ARMS HEIGHT 19", STEEL LEG, MODERN DESIGN, GOOD QUALITY, PER SAMPLE</b>	1	UNIT		
4	<b>STEEL FILE CABINET, VERTICAL, Clean/smooth finish, gray/biege, 4 drawers, with lock on each drawers, with ID Slot, gauge 20 thickness, heavy duty, good quality</b>	5	UNIT		
5	<b>MOBILE PEDESTAL, 3 drawers, steel, smooth finish, gray/beige, with lock, good quality</b>	5	UNIT		
<b>XXXXXNOTHING FOLLOWSXXXXX</b>					
<b>APPROVED BUDGET FOR THE CONTRACT:</b>					
<b>PHP 241,000.00</b>					

Brand and Model :  
 Warranty :

Delivery Period:  
 Price Validity:

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

Canvassed by:  
 Date canvassed : \_\_\_\_\_

\_\_\_\_\_  
 PRINTED NAME/SIGNATURE  
 \_\_\_\_\_  
 TEL NO. / CELLPHONE NO.  
 \_\_\_\_\_  
 DATE