REQUEST FOR QUOTATION

CITY GOVERNMENT OF CALAPAN

Date: _____

Quotation No.: _____

_____

_____

Company / Store Name & Address

Please quote your lowest price on the items listed below, subject to the General Conditions on the first page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than five (5) days in the return envelope.

ENGR. BENJAMIN L. ACEDERA
City Engineer / BAC Chairperson

NOTE:

1 ALL ENTRIES MUST BE TYPEWRITTEN OR HANDWRITTEN.
2 DELIVERY PERIOD WITHIN FIFTEEN (15) CALENDAR DAYS.
3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR THE EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.
4 PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS.
5 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM NO.	QTY.	UNIT OF ISSUE	ITEM & DESCRIPTION	BRAND	UNIT COST	TOTAL COST
1	1	ream	Risograph Colored (Shopping - Yellow)			
2	1	ream	Risograph Colored (Small Value - Blue)			

_____
Printed Name / Signature

_____
Tel. No./ Cellphone No./e-mail address

_____
Date

This is to certify that the undersigned conducted request for quotations for the above stated items.

EnP. LEA B. CARPIO
Supervising Administrative Officer

EnP. LEA B. CARPIO
Supervising Administrative Officer
Head, BAC Secretariat