Republic of the Philippines
**COMMISSION ON AUDIT**
**Regional Office No. VII**

# REQUEST FOR QUOTATION

Date: **April 15, 2019**
RFQ No.: **19-04-034**

Name of Company: _____

Address: _____

Business Permit No.: _____ TIN No.: _____

Please quote your lowest offer for the item/s described below, subject to the General Conditions stated below, and submit your quotation duly signed by you or your representative not later than **8:30AM of April 22, 2019** in the return envelope attached herewith, and sealed.

General Conditions:

1. PRICES SHOULD BE INCLUSIVE OF VAT
2. PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 CALENDAR DAYS
3. PLEASE ATTACH TOGETHER WITH YOUR QUOTATION A COPY OF YOUR PHILGEPS REGISTRATION NUMBER AND MAYOR'S PERMIT.
4. MANAGEMENT RESERVES THE RIGHT TO REJECT OUTRIGHT ANY CONTINGENT BIDS.

**MARISSA A. GUTIERREZ**
SA III - Supply and Property Officer

***After having carefully read and accepted the General Conditions, I/we submit our quotation/s for the item/s as follows:***

| UNIT | ITEM & DISCRIPTION | QTY. | Approved Budget for the Contract (TOTAL) | OFFER | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | PRICE | | | Compliance with technical specifications (Pls. check) | | Remarks/ Brand |
| | | | | QTY | Unit Price | Total Price | Yes | No | |
| | **COMMON OFFICE SUPPLIES** | | | | | | | | |
| pack | Folder, long, white, 100/pk | 6 | 2,400.00 | | | | | | |
| ream | Paper, Mimeo (whitewove, S20), A4 | 500 | 90,000.00 | | | | | | |
| box | PVC cover, transparent, 300 mic, short, 100pc/bx | 5 | 2,750.00 | | | | | | |
| box | Rubber Band, 70mm min lay flat length (#18), 350g | 7 | 980.00 | | | | | | |
| roll | Tape, duct, 48mm, 50 meters length | 6 | 1,200.00 | | | | | | |
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| | | | | | | | | | |
| | | | **97,330.00** | | | | | | |

Warranty : _____ Delivery Period : _____ Price Validity : _____

_____
Printed Name/Signature

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

_____
Date

*Canvassed by:* _____