



REQUEST FOR QUOTATION

Name of Establishment: _____
 Address: _____

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the general condition below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **07 July 2023** in the returned envelope attached herewith:

[Signature]
ENGR. ROSE Q. PAÇAY

Chairman, Regional Bids and Awards Committee

Qty.	UOM	Description	Approved Budget for the Contract	Bid Amount		
				PER UNIT	TOTAL	
SUPPLY AND DELIVERY OF OFFICE SUPPLIES TO BE USED FOR THE PRINTABLE PHILID AND COVID-19 RESPONSE ITEMS FOR PSA CAGAYAN						
		OFFICE SUPPLIES				
100	ream	Bondpaper, (Paper One*) 100 gsm Size: 210 x 297 mm	PHP 114,285.00			
100	box	Plain White Mailing Envelope Size: 9.48" x 4.13				
107	box	Surgical Mask, 3Ply Disposable				
154	bottle	Alcohol, Ethyl, 70% 500 ml				
TOTAL						

TOTAL _____

- Note:
1. Delivery period is within 30 calendar days from receipt of the Notice to Proceed (NTP).
 2. Supplier must state and/or indicate the brand and warranty of each item/product being offered.
 3. Prices and specifications for the bid should be valid for 60 days.
 4. No payment shall be made until full delivery of item/s is/are completed. A penalty of 1/10 of 1% of each day of delay in the delivery shall be imposed.
 5. Prices inclusive of VAT.

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

CONRADO A. DECENA
 Canvasser

 Printed Name/Signature

 Tel. No./Cellphone No.

 Date