



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 **28 September 2020** in the returned envelope attached herewith:

MILAGROS C. ADDURU

Chair, Regional Bids and Awards Committee

Qty.	UOM	ITEM AND DESCRIPTION	Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
PROCUREMENT OF ICT OFFICE SUPPLIES AND MATERIALS FOR THE PHILIPPINE STATISTICS AUTHORITY REGIONAL STATISTICAL SERVICES OFFICE II					
29	pc	UPS for workstation	PhP400,000.00		
4	pc	Digital Audio recorder			
7	pc	Two Way Radio			
20	pc	HDMI to HDMI Cable 5meters			
36	pc	External Hard Drive 2TB, 2.5" HDD, USB 3.0			
162	pc	Mouse (rechargeable and wireless)			
TOTAL					

- Note:
1. Delivery period is within 15-30 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.

RONALD T. LIZARDO
 Convasser

 Printed Name/Signature

 Tel. No./Cellphone No.

 Date