



**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 **23 December 2020** in the returned envelope attached herewith:

*Milagros C. Adduru*  
**MILAGROS C. ADDURU**

Chair, Regional Bids and Awards Committee

Qty.	UOM	ITEM AND DESCRIPTION	Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
<b>SUPPLY AND DELIVERY OF OFFICE EQUIPMENT FOR THE PHILIPPINE STATISTICS AUTHORITY PROVINCIAL STATISTICS OFFICE OF ISABELA (2020 CPH MANUAL PROCESSING)</b>					
10	unit	<b>Steel Rack</b> 5 layers, metal, good quality	<b>PhP121,000</b>		
1	pc	<b>Biometric Machine</b> , Model ZKT eco-Time Attendance Terminal Input DCV=0.8A			
6	pc	<b>Electric Fan</b> , stand type, plastic blade fan			
				<b>TOTAL</b>	_____

- Note:
1. Delivery period is within 5-10 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 (if applicable) 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.

**MARIVIC M. GARCIA**  
 Canvasser

\_\_\_\_\_  
 Printed Name/Signature

\_\_\_\_\_  
 Tel. No./Cellphone No.

\_\_\_\_\_  
 Date