

Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
 Obrero Campus, Bo. Obrero Davao City  
 Resource Management Division  
**Request for Quotation**

PR #: 2021-03-100  
 Date: 11 MARCH 2021

Company Name : \_\_\_\_\_  
 Address: \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith

**Note :**

1. All entries must be typewritten.
2. Delivery Period within \_\_\_\_\_ calendar days upon receipt of Purchase Order.
3. Warranty shall be for a period of six ( 6 ) months for supplies and materials, one ( 1 ) year for Equipment, from date of acceptance by the procuring entity.
4. Price validity shall be a period of 30 calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
7. Mode of delivery: [ ] Pick-up (Schedule) [ x ] Door to Door Delivery

**DR. REYNILO D. GARCIA**

BAC Chairman

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				Unit Cost	Total Cost
1	pieces	Executive Office Chair	6		
2	piece	Office Center Table	1		
3	pieces	Office Table	6		
4	pieces	Visitor's Chair	2		
		xxxxx Nothing Follows xxxxx			
			<b>Total :</b>		

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

Canvassed By: \_\_\_\_\_  
 \_\_\_\_\_  
 Authorized Canvasser

\_\_\_\_\_  
 Printed Name / Signature  
 \_\_\_\_\_  
 Tel. No. / Cellphone No.  
 \_\_\_\_\_  
 TIN No. of Establishment