Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
Obrero Campus, Bo. Obrero Davao City
OVP-PQuA

Request for Quotation

Ref #: 6800121

PR #: 2020-01-1647
Date: 14 JAN 2020

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

REYNILO Q. GARCIA
BAC Chairman
1/14/2020

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 Certficate 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**

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	pcs	Office table	2		
2	set	Conference table with 6-8 chairs	2		
3	set	Sofa set	1		
4	pcs	Corner table	2		
5	pcs	Folding room divider	2		
		xxxxxxxxxxx nothing follows xxxxxxxxxxxx			

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

_____
Printed Name / Signature

Canvassed By:

_____
Tel. No. / Cellphone No.

_____
Authorized Canvasser

_____
TIN No. of Establishment

_____
Date

Appendix 60

PURCHASE REQUEST

UNIVERSITY OF SOUTHEASTERN PHILIPPINES

Fund Cluster: _____

Office/Section : OVP-PQuARM

PR No.: 2020-01-1647

Responsibility Center Code : _____

Date: 14 JAN 2020

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	pcs	Office table	2	5,000.00	10,000.00
	set	Conference table with 6-8 chairs	2	15,000.00	30,000.00
	set	Sofa set	1	20,000.00	20,000.00
	pcs	Corner table	2	2,500.00	5,000.00
	pcs	Folding room divider	2	10,000.00	20,000.00
		xxxxxxxxxxx nothing follows xxxxxxxxxxxx			
			TOTAL		85,000.00

Purpose: For OVP PQuA use.

	Requested by:	Approved by:
Signature :		
Printed Name :	DAISY T. BESING	TAMARA CHER R. MERCADO
Designation :	*Director, Institutional Planning Division*	*Vice President for PQuA*

for PhilGEPS Posting