



**REQUEST FOR QUOTATION**

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

P.R. No.: 2020-01-1651  
 Date: 15-Jan-20

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:

**Dr. REYNILDO J. GARCIA**  
 BAC Chairperson

**NOTE:** 1. All entries must be typewritten.

2. Delivery Period within 30 calendar days.
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. PHILGEPS 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) [ ] Door to Door Delivery

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY.	BID PRICE	
				UNIT PRICE	TOTAL PRICE
1	lot	Design, Sign, and Seal of Mechanical Plans and Specifications for the Construction of Academic Building, Tagum Unit, Tagum-Mabini Campus	1		
		<b>Scope of Works:</b>			
		Mechanical Layout and Load Computation			
		Soft Copies (AutoCAD) of Mechanical Plans and Details			
		Original Copy of Mechanical Plans and Details printed on tracing paper			
		2 Hard copies of Estimates and Outline Specifications (including soft copy)			
		7 sets of 20x30 Blueprint copies of Mechanical Plans using USEP standard title block			
		Signing and Sealing of Mechanical Plans for application of Building Permit, Occupancy Permit, and As-Built Plans			
		Assistance in filing for Building Permits and other necessary permits			
		Conduct site inspections and attend coordination meetings during construction phase.			
		Provide necessary revisions in Mechanical plans to suit actual condition, and shall conform and complement with the requirements of other allied services.			
		***Nothing Follows***			

**Note:** Terms of payment is as follows: 60% upon submission of complete plans, 20% upon release of building permit, and 20% when the occupancy permit is released.

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

Canvassed By: \_\_\_\_\_

Printed Name / Signature

Tel. No. / Cellphone No.

Authorized Canvasser

TIN of Establishment

Date