



REQUEST FOR QUOTATION

Date: _____

Quotation No.: _____

Please quote your lowest price on the item/s listed below, subject to the General Conditions 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.

[Signature]
MA. JEANY T. POSTRADO, Ed. D.
 Asst. Schools Division Superintendent
 Chairperson, DepEd, Sor. - BAC

- NOTE:
1. ALL ENTRIES MUST BE TYPEWRITTEN
 2. DELIVERY PERIOD WITHIN TEN (10) CALENDAR DAYS
 3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) CALENDAR DAYS
 5. G-EPS REGISTRATION CERTIFICATE AND MAYORS PERMIT SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

ITEM No.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL
1	Purchase of Customized Curtains for Various Offices	1	lot	
	in Ground Flooer of the New Schools Division			
	Office of Sorsogon			
	Target Offices:			
	1. Office of the HRMO and Personnel Section			
	2. PSU			
	3. Budget Office			
	4. Accounting Section and Office of the Account			
	5. Lobby			
	<i>x-x-x-x-x</i>			

Brand and Model: _____
 Delivery Period: _____
 Warranty: _____
 Price Validity: _____

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

 Printed Name/Signature

 Tel.No./Cellphone No.
 email address

 Date