



REQUEST FOR QUOTATION

CANVASS No. : 21-03-104
 Advertisement No. _____
 Purchase Request 21-03-104

Name of Supplier/Company : _____
 Company Address/Tel./Fax#: _____
 Philgeps Registration No. : _____
 BIR Tin No. : _____
 DBP Bank Account(No Bank Charge): _____
 If none DBP Bank Account, Charges May Apply to Suppliers Account

Gentlemen:

Please quote your lowest price on the item/s listed below this page stating the shortest time of delivery and submit your quotation duly signed by your representative not later than March 25, 2021.

DIOSDADO B. CENIZA
 Supply Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	180	pcs	Record Book, 300 pages, size: 214mm x 278mm minrecord book A4		
	400	pcs	Daily Planner >Hard Cover >size: 8.5 inches x 5.87 inches , 312 pages >Language Inner: English >Density of paper: 100 gsm >Functions of Pages: Self-information, world map, calendar, address notes, 24 pages monthly form, diary for a full year >color: maroon (front and back)		
	180	pcs	Sign pen, color black, liquid/gel ink, 0.5mm needle tip		

NOTE :

1. DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
2. 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.
3. PRICE VALIDITY SHALL BE FOR A PERIOD OF _____ CALENDAR DAYS.
4. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT.
5. THIS FORM SHALL BE ENCLOSED IN AN ENVELOPE AND SEALED BY THE BIDDER HIMSELF.

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

 Canvasser Signature

 Printed Name / Signature
 of Supplier / Contractor

 Date



Certification Date: 1 February 2021
 Recertification due date: 24 January 2024 For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)

SDF-USO-206-003-01

