



Republic of the Philippines
Cebu Normal University

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Supply Office

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REQUEST FOR QUOTATION

CANVASS No. : 23-02-142
 Advertisement No. _____
 Purchase Request 23-02-142

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 February 22, 2023.

DIOSDADO B. CENIZA
 Supply Officer

Item No.	Qty	Unit	ITEM & DESCRIPTION	Unit Price	Total
	1	unit	EXECUTIVE TABLE Size and Dimensions: At least 150 x 70 x 75cm Features: One center drawer and Four Side Drawers One Swing Door Sturdy and well built and Particle melamine board With center lock and light wooden in color		
	12	unit	OFFICE TABLE (for faculty) Size and Dimensions: At least 80 x 49 x 76 cm Features: One center drawer , one Side Drawer & one swing door Sturdy and well built and melamine finished With center lock and light grey in color		
	8	unit	OFFICE TABLE FOR STAFF Size and Dimensions: At least 120 x 60 x 75 cm Features: One center drawer and three Sides Drawers One swing door Sturdy and well built and Particle melamine board With center lock and light grey in color		
	10	unit	Table for discussion rooms foldable table 1.8 meters (L) x 0.9 meters (W)		
	2	unit	Round Table 2-4 seaters Specifications: At least 25cm thickness Chrome plated stand At least L75cm x W80cm Maximum of 4 seaters		
	21	unit	Office Chairs 360 degree swivel chair chrome plated star-base adjustable height item dimension: L 50cm x W 60cm x H 92cm		

NOTE :

1. DELIVERY PERIOD IS WITHIN _____ CALENDAR DAYS.
2. WARANTY 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.gci.int.com (Certification check and type the registration number)

SDF-USO-206-003-01

