



Republic of the Philippines
Municipality of Capas
Province of Tarlac

REQUEST FOR QUOTATION

Date : _____

Please quote your price on the item/s listed below, subject to the General Conditions on the last page, starting the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the return envelop attached herewith.

ROMMEL T. REAMICO
Procurement Officer

Note :

1. All entries must be typewritten.
2. Delivery period within _____ 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 _____ calendar days.

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE
1	box	PVC cover	_____
35	packs	specialty paper long	_____
4	bxs	toner	_____
1	pc	drum	_____
26	pcs	ring bind (large	_____
3	bxs	computer ink003 Black	_____
2	bxs	computer ink003 Cyan	_____
2	bxs	computer ink003 Magenta	_____
2	bxs	computer ink003 yellow	_____
2	bxs	Brother ink	_____

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

BUSINESS NAME: _____
TIN: _____
CONTACT NO.: _____