



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



Standard Form Number: SF-GOOD-60  
 Revised on: January 08, 2018  
 Standard Form Title: Request for Quotation

*SHFC*  
**APPROVED FOR POSTING**  
 Date: \_\_\_\_\_  
 Quotation No. PR 2022-05-426&425

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 TIN Num: \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_, 2022.

*Jusanne V. Salvador*  
 JUSANNE V. SALVADOR  
 Procurement Officer II  
 Tel/fax. No. 8817-3168  
jusansalvador@yahoo.com

- General Conditions:
7. All entries must be typewritten/accurate/readable.
  8. Delivery period must be within seven (7) calendar days only.
  9. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
  10. Price validity must be within thirty (30) calendar days.
  - 11. Bidders must submit Certificate of PhilGEPS registration & Business Permit or Mayors Permit**
  12. Bidders shall submit original brochures showing specifications of product being offered.
- FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.**

Item No.	Item and Description	Qty	Approved Budget Total Cost	BID PRICE
1	Customized Index Card for Disbursement, tagboard 14, 8 1/2 x 11"	1,500	18,000.00	
2	Documentary Storage Box, Box: 400x275x285mm, cover: 410x55x295mm, color: dark blue	400	160,000.00	
3	Letterhead SHFC A4, offset printing, 80gsm, color: 4, 500s per ream	50	35,000.00	
4	Envelope Mailing SHFC w/ window, color: 4, offset printing, 500s per box	50	75,000.00	
5	Envelope Mailing SHFC without window, color: 4, offset printing, 500s per box	20	20,000.00	
6	Data Filer Box -W125 H230 L400mm, chipboard, color: blue	50	10,000.00	
7	Plastic Jacket, legal, PVC, material: gauge no/ 8	2,000	50,000.00	
	Place of Delivery : <b>MAKATI CITY</b> Delivery Term : FOB Destination		<b>368,000.00</b>	

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_  
 Payee's Name : \_\_\_\_\_

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. \_\_\_\_\_  
 e-mail address \_\_\_\_\_