


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

Date: _____
Quotation No. _____



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 _____, 2020.


JUSANNE V. SALVADOR
Procurement Officer II
Tel/fax. No. 817-3168
jusansalvador@yahoo.com

General Conditions:

1. All entries must be typewritten/accurate/readable.
2. Delivery period must be within seven (7) calendar days only.
3. 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.
4. Price validity must be within thirty (30) calendar days.
5. Bidders must submit Certificate of PhilGEPS registration.
6. 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	Disinfectant Spray, aerosol type, 220mL	30 Cans	16,251.60	
2	Customized Corrugated Storage Box, (200lbs. 12x15.5")	500 pieces	50,000.00	
3	Face Masks, Disposable	50 pieces	483.00	
4	Face Masks, washable (plain and washable)	24 pieces	1,757.04	
5	Customized Archive Filer 1" D- 3ring binder hard bound with pocket and ring, legal size, with 1" D type mechanism and SHFC Logo	200 pieces	58,564.00	
6	Customized Archive Filer 1.5" D- 3ring binder hard bound with pocket and ring, legal size, with 1 1/2" D type mechanism and SHFC Logo	200 pieces	73,206.00	
7	Filer Plastic – plastic fillers, g#16, legal size with 3 holes on flap with top opening	500 pieces	12,080.00	



Kaagapay ng Komunidad sa Maginhawang Pamumuhay



8	Silica Gel – 10grams/pack, clear	1,000 packs	25,030.00	SHFC
	Place of Delivery : Makat City Delivery Term : FOB Destination		237,371.64	

SHFC
 APPROVED
 FOR
 POSTING

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

 Date