



Project Reference Number:  
 Name of the Project: **Supply and Delivery of Legal Size 80GSM 8.5x13 bond paper**  
 Location of the Project:

Date: \_\_\_\_\_  
 Quotation No. \_\_\_\_\_

Company Name \_\_\_\_\_  
Address \_\_\_\_\_

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

CORAZON R. ABABA  
 Procurement Officer

- NOTE:
1. THE APPROVED BUDGET FOR THE CONTRACT IS \_\_\_\_\_.
  2. ALL ENTRIES MUST BE TYPEWRITTEN.
  3. DELIVERY PERIOD WITHIN \_\_\_\_\_ CALENDAR DAYS.
  4. WARRANTY SHALL BE FOR A PERIOD OF three (3) MONTHS FOR NON-EXPENDABLE SUPPLIES ONE (1) YEAR NON-EXPENDABLE SUPPLIES FROM DATE ACCEPTANCE BY THE PROCURRING ENTITY.
  5. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS.
  6. PHILGEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.
  7. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATION OF THE PRODUCT BEING OFFERED.

ITEM No.	Unit	ITEM & DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	ream	Legal Size 80GSM 8.5x13 bond paper	500		

Item No.	Item No.	Item No.
Brand and Mode: _____	_____	_____
Delivery Period: _____	_____	_____
Warranty: _____	_____	_____
Price Validity: _____	_____	_____

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

\_\_\_\_\_  
 Printed Name / Signature  
 \_\_\_\_\_  
 Tel. No. / Cellphone No.  
 e-mail address  
 \_\_\_\_\_  
 Date