Republic of the Philippines
Province of Davao Oriental
CITY OF MATI

REQUEST FOR QUOTATION

Date: 8 August 2013
RFQ No.: 080

Name of Company: _____

Address: _____

_____

Business Permit No.: _____

TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative not later than **14 August 2013**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

MARIA LUISA R. COMO
City General Services Officer
Head, BAC Secretariat

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PR No. 3881
City Administrator's Office

ITEM DESCRIPTION	**Quantity (QTY)**	**Approved Budget of the Contract**	**OFFER**				
			PRICE		**Compliance with Technical Specifications**		**REMARKS**
			Unit Price	**Total Price**	**Yes**	**No**	
Office Supplies		P 25,410.00					
1. 810 Ink Cartridge	8 Pc				[ ]	[ ]	
2. 811 Ink Cartridge	9 Pc				[ ]	[ ]	

_____
Signature over Printed Name

_____
Canvasser

_____
Contact Numbers (Landline and/or Cellphone Nos.)/E-mail address

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.

2. Bidders may quote for any or all the items.

3. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.

4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.

8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.