

Standard Form Number: SF-GOOD-60
Revised on: May 24, 2004

PR Number: _____

UNIVERSITY OF THE PHILIPPINES MINDANAO
Mintal, Tugbok District, Davao City
Fax No. (082)

Request for Quotation

Date: _____

Sir/Madam:

Please quote your lowest price on the items listed below, subject to the General Conditions stated in the attached specifications and submit your quotation duly signed by your representative to UP Mindanao.

Vicente B. Calag, MCIT
BAC Chair/Head of Unit

- Notes:
1. This price quotation must be written clearly and signed by authorized signatory.
 2. Delivery period must be within _____ days.
 3. Price validity shall be for a period of _____ calendar days.
 4. Documentary requirements must be submitted before issuance of Purchase Order.
 5. Please indicate if items will be delivered to UP Mindanao or for pick up.

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	1 TB portable external hard drive	12 units		
2	Drawing/ Graphic tablet – compatible with computer and mobile phones (Windows or IOS); with writing area of at least 10 x 6 inches; comes with a stylus	9 units		
3	Video camcorder; digital recorder – full HD videos, supports SD cards, about 2.7 inch LCD screen, lightweight	2 units		
4	Headset with noise-cancelling microphone; with inline (easy to access) volume and mute controls; lightweight	12 units		
	TOTAL			

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

Supplier: _____
Tel. No/Cellphone No. _____
Address: _____

Signature over Printed Name of Representative _____