Revised on: May 24, 2004 **PR 5989 or 2020-0551**

**UNIVERSITY OF THE PHILIPPINES MINDANAO**

Mintal, Tugbok District, Davao City

Fax No. (082) 2930302

***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.

 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** |  |
|  | Bond Paper A4Bond Paper short Long bond paperMasking tape 2''Toner compatible for brother and laserjet M1132hP)white board marker | 50 r50 r50 r30 pcs30 pcs50 pcs |  |  |  |
|  | 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 Grace C. McManus

2930302