



Caraga Regional Office
Doongan Road, Butuan City

REQUEST FOR QUOTATION

Name of Supplier/Dealer

Date: 3-5-2019

Address/Contact Number

No.: 19-07-07

Sir/Madam:

If available in your stock, please quote your lowest price, all taxes included, for the following article/services enumerated below and submit your quotation as soon as possible to this office to the undersigned stating the shortest time which delivery could be made by yourself.

Very truly yours,

CHRISTOPHER C. MABALE
BAC Chairperson

Terms of Reference (TOR)

1. Price Validity shall be for a period of 30 calendar days.
2. Delivery period **(quarterly based on schedule or four (4) times in a year).**
3. Warranty shall be for a period of six (6) months for supplies and materials, at least 1 year for equipment, from date of acceptance by the procuring entity;
4. Bidders must have PhilGEPS certificate of registration;
5. Mode of delivery [] Pick-up; [] Door to door delivery; other modes
6. *Deadline for submission of quotation shall be on _____.*
7. **Please put check (/) mark if your product/service is compliant with corresponding criteria/specification**

Your Quotation Must be Sealed

ABC: 54,000.00

Item #	Quantity		Article Description	Please Check here	Unit Cost	Cost per maintenance (Unit cost X quantity)	Total Cost (Cost per maintenance X 4)
			Air-conditioning unit Quarterly Preventive maintenance for 1 year - to come up with MOA				
1	17	unit	Window type				
2	3	unit	Wall mounted				
3	8	unit	Floor mounted				
			Location: Doongan Road and R. Palma Butuan City				

To be delivered at the Civil Service Commission Caraga Regional Office.

Name & Signature of Deale