PHILIPPINE SCIENCE HIGH SCHOOL SYSTEM	REQUEST FOR QUOTATION FORM & NOTICE (GOODS)
Office/ Campus:	Central Mindanao Campus
Address/ Contact Details:	Nangka, Baloi, Lanao del Norte

Quotation No.: 20-01-018

Date : February 10, 2020

GENTLEMEN:

May we request for quotation on materials enumerated hereunder. If you are interested and in a position to furnish the same, we shall be glad to have your best prices.

Delivery within _____ working days upon receipt of approved Purchase Order (PO).

In case of failure to make the full delivery/completion within the time specified as offered/required, the Supplier/ Contractor shall be liable for liquidated damages/penalty of one-tenth (1/10) of one percent (1%) of the Contract Price per calendar day of delay minus the value of the delivered/completed portion(s) of the approved P.O./Contract.

Item #	QTY	UNIT	ITEM/DESCRIPTION	UNIT COST	TOTAL COST
			PRICES MUST BE Tax (VAT) INCLUSIVE		
1	4	pc	swivel chairs		
2	4	pc	office tables (w/ center and side drawers)		
3	1	pc	junior executive swivel chair		
4	6	pc	visitors chair		
5	6	pc	metal disk file tray (3 layers)		
6	1	pc	mirror (30x60cm)		
7	1	pc	broom		
8	1	pc	dust pan		
9	5	pc	trash bin (small)		
10	1	bottle	lysol spray		
11	2	pc	albatross		
12	1	pc	small computer table		
13	1	pc	frosted glass door sticker (.7mwidth x 1.2m height)		
14	2	pc	frosted glass door sticker (1.08m width x 1.2m height)		
15	1	pc	ring binder machine tool (legal size)		
			TOTAL		

Delivery Term : _____

Delivery Time : _____

Payment Term : _____

Very truly yours,

ELENA P. MARMES
PURCHASER

Telefax:

PRICES IN THE ABOVE OFFER ARE CERTIFIED TRUE AND CORRECT:

Authorized Company Representative : _____

(Signature Over Printed Name)

IMPORTANT
1. *Prices must be typewritten in ink clearly.*
2. *If offering a substitute/equivalent, specify the brand and make.*

Company Name : _____
Address : _____
_____
Telephone nos. : _____
T.I.N. : _____