

**Request for Quotation**

Date: \_\_\_\_\_  
 Quotation No. \_\_\_\_\_

Company Name : \_\_\_\_\_ (1)  
 Address : \_\_\_\_\_ (2)  
 VAT-TIN : \_\_\_\_\_ (3)

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ to the BAC TWG of the San Carlos City Water District, or email at sccwd@hotmail.com.

Sgd. ROLANDO E. REYES, JR.  
 Procurement Officer

- NOTE:**
1. ALL ENTRIES MUST BE TYPEWRITTEN
  2. DELIVERY PERIOD WITHIN \_\_\_\_\_30\_\_\_\_\_ CALENDAR DAYS
  3. WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  4. PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_30\_\_\_\_\_ or up \_\_\_\_\_60\_\_\_\_\_ CALENDAR DAYS
  5. G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
  6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.(IF ANY)

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Lot 1	Keyboard and mouse USB	1		
Lot 2	USB cable (type B, type C)	4		
Lot 3	Micro SD card class 10, 64gb	2		
Lot 4	UPS	1		
Lot 5	Anti virus 3 in 1	1		
Lot 6	Microsoft 365, family	1		
	<i>nothing follows</i>			

Brand and Model : \_\_\_\_\_ (4)  
 Delivery Period : \_\_\_\_\_ (5)  
 Warranty : \_\_\_\_\_ (6)  
 Price Validity : \_\_\_\_\_ (7)

**CONDITIONS:**

1. FOB, San Carlos City Water District, Pangasinan
2. Quoted Price, 12% VAT Inclusive.
3. to be withheld 6% withholding tax EVAT
4. Delivery: 30 days upon receipt of notice of award or purchase order
5. Payment terms: check payment 7 working days after full delivery and acceptance.

The SAN CARLOS CITY WATER DISTRICT reserves the right to accept or reject any Bid, to annul the bidding process, and to reject all Bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders.

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

\_\_\_\_\_(8)  
 Printed Name / Signature

\_\_\_\_\_(9)  
 Tel. No. / Cellphone No.  
 e-mail address

\_\_\_\_\_(10)  
 Date

Note : MUST FILL ALL SPACE (with numbers)