

September 2, 2016

**Request for Quotations of Prices**

Sir/madam:

Please quote your lowest prices to the Government on the following items:

(P.R. 16-08-571)

8 pcs. Computer Chair ..... P \_\_\_\_\_/pc.  
8 pcs. Computer Table (preferably color White) ..... P \_\_\_\_\_/pc.

(P.R. 16-08-572)

12 units Clerical Table with drawers (size: 120 x 70 x 74), ..... P \_\_\_\_\_/unit  
High Pressure Laminated, 30mm thick  
12 units Clerical Chair with arm rest (metal frame with caster, Gas Lift) ..... P \_\_\_\_\_/unit

**IMPORTANT CONDITIONS**

1. All quotations submitted to this Office are considered an offer of the items specified above at the prices quoted thereon and a guaranty of availability of the quoted items. In the event that the offer is accepted, a PURCHASE ORDER FOR items above-mentioned will be sent to the dealers concerned advising them such acceptance, the delivery of the said items and the availability of funds needed for this purpose.
2. Goods supplied are subject to inspection by the auditor or his duly authorized representative. Payment therefore will be effected after the said inspection and acceptance of the items supplied, subject to the usual audit requirements.
3. This Office hereby reserves the right to reject any or all offers, or accept such offer it may consider most economical and advantageous to the government.
4. That the dealer should specify below, the duration of the time they can hold the items available for this agency, and the penalty of failure to deliver within the period stipulated for reasons of non-availability of stock, contrary to the guaranty of its availability contained in the quotations submitted, will be the payment of the difference of the amount paid by this agency to the dealer quoting the next lower price, and that offered by the delinquent dealer.
5. That the Official Invoice/Official Receipt of dealer contains his/her firm's Tax Account No. and BIR Permit No. pursuant to P.D. 1255, as amended.

CANVASS BY:

Very truly yours,

  
PANCHITO C. ALAVAREN, JR.  
Supply Officer III

We are pleased to quote our lowest prices of the items indicated above under the foregoing conditions set forth