# REQUEST FOR QUOTATION

**Name of Project**: SUPPLY AND DELIVERY OF IT EQUIPMENT  
**Location of the Project**: CITY GENERAL SERVICES OFFICE - SUPPLY, RECORDS AND PROPERTY MANAGEMENT DIVISION  

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

**Date** : FEBRUARY 25, 2015  
**Quotation No.** : ES-14-15-0322

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**Company Name**

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than MARCH 05, 2015 at 10:00 A.M. at CGSO Building, New Public Market, City of San Fernando, Pampanga.

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**Canvassed by**: JANET L. SANCHEZ  
**Approved by**: ENGR. MICHAEL N. QUIZON, JR.

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**NOTE:**

1. All entries must be readable
2. Delivery period within _______ 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 sixty (60) calendar days

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<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>QTY</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
</table>
| 1        | 3   | units | Intel i3 Processor  
*motherboard pref. Asus or gigabyte  
*2GB memory  
*500GB Hard Drive  
*LG DVD Writer  
*Keyboard/Mouse  
*Windows 7 licensed OS (Pro)  
*ATX Casing with 650watts Power Supply | P | P |
| 2        | 1   | unit | Intel i7 Processor  
*motherboard pref. Asus or gigabyte  
*4GB memory  
*1TB Hard Drive  
*LG DVD Writer  
*Keyboard/Mouse  
*Windows 7 licensed OS (Pro)  
*ATX Casing with 600watts Power Supply | P | P |
| 3        | 1   | unit | UPS 1000VA pref. Secure | P | P |
| 4        | 3   | units | 18.5 LED Monitor pref. Samsung or LG | P | P |
| 5        | 1   | unit | Laptop pref. Lenovo Ideapad 2470 i3 processor  
*4GB memory  
*500 OR 750 GB Hard Drive  
*microsoft windows 7 OS (Pro) or windows 8.1 (Pro) | P | P |

**TOTAL AMOUNT:** P

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

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**Printed Name / Signature**

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**Tel. No. / Cellphone No.**

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**Date**