# REQUEST FOR QUOTATION

**Name of Project**: Supply and delivery of Digital Photocopier Machine to be used at the City Tourism Office, City of San Fernando, Pampanga

**Location of the Project**: City Tourism and Investment Promotion Office

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**FOR GOODS & SERVICES**

Republic of the Philippines
Province of Pampanga
City of San Fernando

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

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<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
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| Date | April 27, 2016 |
| Quotation No. | ES-01-16-0947 |

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Please quote your lowest price on the item(s) listed below and submit your quotation duly signed by your representative not later than **May 05, 2016 at 10:00 AM at CGSO-Building, New Public Market, City of San Fernando, Pampanga.**

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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>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>1.00</td>
<td>unit(s)</td>
<td>Photocopier Machine MP 2014, MP 2014D, MP 2014 AD or its equivalent</td>
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**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**