REQUEST FOR QUOTATION  
(SHOPPING / SMALL VALUE PROCUREMENT)

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>CONTACT NO</th>
<th>DATE</th>
<th>P. R. No.</th>
<th>Requesting Unit</th>
<th>Mode of Procurement</th>
</tr>
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<tbody>
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<td>June 18, 2020</td>
<td>20-02-069</td>
<td>HRDS</td>
<td>Small Value Procurement</td>
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Sir / Madam:

Please quote your lowest government price for each of the following item(s) specified below. Submit it in a sealed envelope to BAC Secretariat Office or thru email at doh4a.rfq@gmail.com, not later than June 22, 2020.

**IMPORTANT:**
1. Price should be valid for thirty (30) calendar days.
2. Delivery Period is within _____ calendar days from receipt of Purchase Order (P.O.).
3. Warranty shall be for a period of _______ months, if applicable.
4. Total Price quoted is subject to withholding tax.
5. Attach a valid (a) Mayor’s Permit (b) BIR Registration Certificate (c) Tax Clearance Certificate (d) DTI Certificate and (e) PhilGEPS Registration / Certificate, upon submission of the quotation.
6. New suppliers are required to submit a company profile.
7. Submit original brochures showing the product being offered, if applicable.

**Item No.** | **Unit of Measure** | **ITEM AND DESCRIPTION** | **QTY** | **TOTAL ABC** | **UNIT PRICE** | **TOTAL PRICE**  
|-------------|---------------------|--------------------------|--------|---------------|-----------------|-----------------|
| 1           | pc                  | Reversible Jacket with Hood  
Navy Blue  
With Embroidered Logo (Left Side)  
Zipper on Center with Overlap  
Pockets on the left and right side with Zipper  
Sizes:  
Medium = 5  
Large = 5  | 10 | 10,000.00 |  

**TOTAL** 10,000.00

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

Supplier’s Signature Over Printed Name  
Date