



REQUEST FOR QUOTATION

Supply and Delivery of Food Serving Utensils

SHOPPING NO.: RFQ18-106

July 11, 2018

Dear Sir / Ma'am:

Please quote your lowest price on the item/s listed below.

TONI ROSE E. UNCIANO
Administrative Services Officer V

LOT	QTY	UOM	AGENCY'S SPECIFICATIONS	UNIT PRICE	TOTAL PRICE
1	4	Set	Serving Spoon (2pcs/set) Stainless, classy	₱ _____	₱ _____
	4	Set	Serving Fork (2pcs/set) Stainless, classy	₱ _____	₱ _____
	20	pc	Bread Knife Stainless, medium	₱ _____	₱ _____
	5	set	Dining Fork (4pcs/set) Stainless, classy	₱ _____	₱ _____
	20	pc	Ceramic Plate Medium (for Serving Pasta) Plain White	₱ _____	₱ _____
	2	pc	Food Tongs Stainless, durable	₱ _____	₱ _____
PICK-UP/DELIVERY PERIOD:			Within Seven (7) Calendar Days		
DELIVERY PLACE:			6F Exchange Corner Building, V.A. Rufino St. cor. Esteban St., Legaspi Village, Makati City		



TERMS AND CONDITIONS:

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.

UNDERTAKING:

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this _____ day of _____ 20_____.

[Signature over Printed Name of
Authorized Representative]

[designation / position]

[Email Address]

[Telephone / Fax Numbers]

Duly authorized to sign Bid for and on behalf of _____
[Company Name]