



MATERIALS MANAGEMENT DEPARTMENT

REQUEST FOR QUOTATION

Date: 11/08/17

Name of Company: _____

Address: _____

Business Permit No. and Validity Period: _____ TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions. Submit your quotation duly signed by you or your representative not later than _____. Note : **Sealed quotation/s** may be submitted or mailed at the address indicated below.

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

ITEM DESCRIPTION	GSIS REQUIREMENT/S		OFFER/ QUOTATION					
	Quantity (Qty)	Approved Budget of the Contract	PRICE			Compliance with Technical Specifications		REMARKS
			QTY	Unit Price	Total Price	Yes	No	
AAO REFRESHER TRAINING - November 24, 2017 (Friday) - 9:00 am to 12:00 pm MEALS (No Pork) with Drinks	200 pax		200 pax	_____	Php _____	[]	[]	

Willing to Deliver on Account : _____

Signature over printed name

Contact Numbers (Landline and/or Mobile) /e-mail address

TERMS AND CONDITIONS:

- Bidders shall provide correct and accurate information required in this form;
- Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
- Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
- Quotations exceeding the Approved Budget for the Contract shall be rejected;
- Award of contract shall be made to the lowest quotation (for goods and services) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein;
- Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s;
- The item/s shall be delivered within _____ working days after receipt of Purchase Order through fax to _____;
- The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The GSIS shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.