



Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM
TARLAC BRANCH OFFICE

REQUEST FOR QUOTATION

Date: _____
 RFQ No.: _____

Name of Company: _____

Address: _____

TIN No.: _____ NON VAT VAT

Please quote your best offer for the item/s described below, subject to the attached Terms and Conditions.
 Submit / fax your quotation duly signed by you or your representative not later than _____.

Canvassed by:

AVA MAUREEN G. CAPULONG
 Staff Officer II

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					REMARKS
	Quantity (Qty)	Approved Budget of the Contract	PRICE			Compliance with Technical Specifications (please check)		
			QTY	Unit Price	Total Price	Yes	No	
OFFICE EQUIPMENT		P640,800.00						
Airconditioning Unit, Floor Mounted 5TR, Inverter with free installation	4units		4units					

Willing to Deliver on Account : _____

 Signature over printed name

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

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form;
2. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission;
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable;
4. 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;
5. 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;
6. The item/s shall be delivered within _____ working days after receipt of Purchase Order through fax to _____;
7. The GSIS shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications; and
8. 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.