

Republic of the Philippines
Department of Education
Region V (Bicol)
Division of Catanduanes

REQUEST FOR QUOTATION
Per P.R. No. _____

_____ Date

Please quote your lowest price on the items listed below, subject to the General Condition on the last page stating the shortest time delivery and submit your quotation duly signed your representative not later than _____ in the return envelope attached herewith.

_____ School Head

Item No.	Unit	Item Description	Quantity	Unit Price	Total Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

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

NOTED:

1. All entries must be typewritten.
2. Delivery period within (10) calendar days.
3. Warranty shall be for a period of six (6) months for supplies and materials, one (10) year for equipment from date of acceptance of the procuring period.
4. Price validity shall be for a period of thirty (30) calendar days.
5. G-EPS Registration Certificate shall be attached upon submission of the quotation.
6. Bidder shall submit original brochures showing certification of the product being offered.

_____ Printed Name and Signature

Date : _____

Canvassed by:

_____ Date : _____

LIQUIDATION REPORT DepEd – DIVISION OF CATANDUANES ANTIPOLO NATIONAL HIGH SCHOOL VIRAC SOUTH DISTRICT		No: _____ Date : _____ Responsibility Center : _____ Code : _____
PARTICULARS		AMOUNT
TOTAL AMOUNT SPENT		
AMOUNT OF CASH ADVANCE PER DV NO. _____ DTD _____		
AMOUNT REFUNDED PER O.R. NO. _____ DTD. _____		
AMOUNT TO BE REIMBURSED		
A. Certified: Correctness of the above data <div style="text-align: center;">_____</div> Claimant	B. Certified: Purpose of travel/co advance duly accomplished <div style="text-align: center;">_____</div> <i>Immediate Supervisor</i>	C. Certified: Supporting documents complete and proper <div style="text-align: center;">_____</div> <i>Head of Accounting Unit</i>

