



REQUEST FOR QUOTATION

Name of Supplier

Sir/Ma'am:

Please quote your lowest net price, taxes included on the following articles listed below:

Item#	QTY	Unit	Item Description	Unit Cost	Total
1	200	Boxes	Bond Paper Long 70gsm (8.5"x13")		
			****Nothing Follows***		

Payment processing within ten (10) to fifteen (15) days after full delivery, inspection and acceptance

***Tax deductions applies for VAT and Non-VAT (Form 2307)

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than _____, 22__ at _____. Only one canvass should be placed in an envelope marked "BID PROPOSAL". Brochure may be attached in the canvass form.

A Purchase Order to the winning bidder shall be made immediately after the awarding. However, this office reserves the right to reject any offer without specified quality herein contained.

Very truly yours,

Quoted by:

Name, Position & Signature of Representative

Date: _____


SEMA G. DILNA, Ed.D.
University President