

Republic of the Philippines  
**AKLAN STATE UNIVERSITY**  
 Banga, Aklan

Date: July 29, 2020  
 RQ No.: 2020 - 07 - 122

**REQUEST FOR QUOTATION**

Sir/Madam:

Please quote your lowest price on the items listed below subject to the terms and conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative in a sealed envelope not later than \_\_\_\_\_.

The Approved Budget for the Contract (ABC) is **Php.107,985.00** for the University/Board Secretary's Office use.

Item	Qty	Unit	Description	Unit Price	Total
1	3	Units	<b>Laptop</b> * OS: Windows 10 Pro * PROCESSOR: Intel® Core™ i5-8265U processor * GRAPHICS: NVIDIA® GeForce® MX150 * Video Memory Size: 2GB GDDR5 VRAM * MEMORY: 4GB 2400MHz DDR4 * Dual Storage: 256GB SATA SSD + 1TB HDD		

**MICHAEL T. IBISATE, PhD**  
 BAC Chairperson

  
**RICARDO C. TEODOSIO**  
 Canvasser

I have read and understood the terms and conditions stated above.  
 By signing this quote, I hereby agree and bind myself to the terms and conditions.

Signature over printed name : \_\_\_\_\_  
 Position in firm : \_\_\_\_\_  
 Business Address : \_\_\_\_\_  
 Telephone No. : \_\_\_\_\_

**Terms and Conditions for Suppliers**

- All entries must be typewritten or legibly written.
- All quotations shall be inclusive of the applicable Value Added Tax (VAT) and shall be valid for a period of ninety (90) calendar days from the deadline of submission of quotations.
- Evaluation of the quoted price will be conducted on a "per item" basis.
- Delivery period is within \_\_\_\_ days from receipt of Purchase Order. Payment shall be made after complete delivery and final acceptance of the items procured.
- Warranty shall be for a period of six (6) months for supplies, one (1) year for equipment, from the date of acceptance by the Procuring Entity.
- Quotation through fax/email is acceptable, however, winning bidder shall submit original signed RFQ before issuance of Purchase Order.
- Liquidated damages equivalent to one tenth of one percent (0.001%) of the value of Purchase Order not completed within the prescribed delivery period shall be imposed per day of delivery.