

UNIVERSITY OF THE PHILIPPINES MINDANAO

Mintal, Tugbok District, Davao City
Fax No. (082)

Request for Quotation

Date: _____

Sir/Madam:

Please quote your lowest price on the items listed below, subject to the General Conditions stated in the attached specifications and submit your quotation duly signed by your representative to UP Mindanao.

BAC Chair/Head of Unit

- Notes: 1. This price quotation must be written clearly and signed by authorized signatory.
2. Delivery period must be within _____ days.
3. Price validity shall be for a period of _____ calendar days.
4. Documentary requirements must be submitted before issuance of Purchase Order.
5. Please indicate if items will be delivered to UP Mindanao or for pick up.

ITEM NO.	ITEM & DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
1	Laptop (price range 13,000.00 to 14,999.00), Intel Celeron, at least windows 10, 4GB to 8 GB ddr4 ram, 500GB sata hdd, 8 to 14 in, connectivity capability: wireless and LAN, ports and connectors: USB and HDMI, with Microsoft Office	2		
2	Mobile phone with good quality camera (price range 13,000.00 to 14,999.00), 6.3" to 6.5" display, at least 4GB RAM and 64 GB internal storage, memory still expandable, dual action camera with at least 16MP + 5MP rear camera up to 48 MP and 16MP to 24MP selfie/front camera, dual-sim, with at least 3,260mAh up to 4,000mAh, 15W to 20W fast charging with USB Type C charging port	3		
3	2x3 feet whiteboard with aluminum frame	2		
4	Ergonomic office chair	3		
5	Plastic storage box 120L capacity	3		
6	Heavy duty printer (price range 13,000.00 to 14,999.00) print (can print poster size at least up to A3 size), and copy and scan up to legal size paper	1		
	TOTAL			

After having carefully read and accepted your General Conditions, I/We quote you on the item at prices noted above.

Supplier: _____

Tel. No/Cellphone No. _____

Address: _____

Signature over Printed Name of Representative _____