

Date: 10/24/2022  
Ref. No. OS-6617-09-22

Company:  
Address:  
TIN:

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the **Terms and Conditions** on the last page, stating the shortest time of delivery and submit your quotation duly signed by your authorized representative not later than

**IMPORTANT, PLEASE READ:**

**TERMS AND CONDITIONS**

1. Bidders must possess PhilGEPS Registration Certificate, Valid Business Permit, BIR Registration and Official Receipt (OR) duly registered with the BIR. Copy of the first three documents must be submitted to the BAC.
2. Bidders shall provide correct and accurate information required in this form.
3. Bidders may quote for any or all the items.
4. Price quotation/s must be valid for a period of sixty (60) calendar days from date of submission.
5. Price quotation/s shall include all taxes, duties and/or levies payable.
6. Quotations exceeding the Approved Budget for the Contract (ABC) shall be rejected.
7. Any erasures or overwriting should be duly signed or initialed by you or your authorized representative.
8. Brochure and/or manual of operation of the product being offered must be attached with the quotation and the bidder/supplier must be able to demonstrate the operation of the machine upon request.
9. Terms of payment shall be **Charged Account** unless specified.
10. The item/s shall be delivered within the specified number of days of delivery.
11. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The University 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.