



REQUEST FOR QUOTATION

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Name of Supplier: **PHILCOPY CORPORATION**

Address of Supplier: #140-B REAL STREET, SANTIAGO 8LDG., BARANGAY 21

Contact No. & E-mail Address: **561-0321 / 0917-837-1311 & philformoc@philcopy.net**

Canvass No: C-2021-48

Date: 03-03-2021

WORLD OF CONTRACTORS • Direct Contracting

Delivery Period: within 15 calendar days from receipt of P.O.

Deadline for Submission of RFQ: 7 Calendar days

[illegible]

End-User: OVPAA
Purpose: for Office use

☐ Baybay ☐ Ormoc ☐ Manila
☐ Tacloban ☐ Samar ☐ Cebu
☐ Leyte ☐ So. Leyte ☐ Davao

Instructions:

1. Please quote your **best offer** for the items listed above in your **best government price** inclusive of taxes, delivery, and other applicable charges.
2. Accomplish this RFQ correctly and accurately. Please put initials for erasures.
3. Submit along with this RFQ the attached needed documentary requirements. Bidders who already submitted an updated file of the needed documents with this RFQ will not be accepted.
4. Quotations that are above the set ABC will be rejected.
5. Submit this RFQ within the set deadline for submission indicated above. Late bids will not be accepted.

Documentary Requirements:

1. Business Permit
2. Philgeps Registration No.
3. Income / Business Tax Return