



_____, 20 ____

PRICE QUOTATION

Sir/Madam:

Please quote your prices of the following articles which this office desire to purchase for use in **office.**

ITEM #	PARTICULARS	QTY.	UNIT	UNIT COST	TOTAL COST
1	Desktop Computer (Motherboard w/ built-in Audio, Video, LAN, 4GB DDR4 Memory, 500 GB SATA Hard Drive, DVD Writer, w/ 19.5" LED Monitor, w/ Keyboard & Optical Mouse)	4	Set		
2	UPS	4	Unit		
3	External Hard Drive	1	unit		

Dealer: _____
TIN: VAT#: _____ NON-VAT#: _____
Address: _____
Telephone No.: _____
Contact Person: _____
Canvasser: _____

Sir/Madam:

I have the honor to offer my prices for each of the above articles as indicated after each item hereon.

Very truly yours
