



MEMORANDUM

To : ALL PTRI SUPPLIERS, DEALERS & CONTRACTORS

From : CELIA B. ELUMBA
Director IV

Subject : Guidelines on the Use of Request for Quotation (RFQ) /
FAD-PPGSS Form No. 18

Date : 15 July 2014

In compliance with ISO 9001:2008, Quality Management System on Quality Records and in order to ensure the efficiency, effectiveness and accuracy of data and information, all Suppliers, Dealers and Contractors are hereby requested to properly accomplish the Request for Quotation (RFQ) Form / FAD-PPGSS Form No. 18 indicating the delivery period and price validity, respectively. All entries **must be typewritten** using the above form and must be sent to PTRI PPGSS in PDF format via the email address below.

Handwritten entries will no longer be accepted by PTRI effective July 21, 2014.

Quotation of Suppliers, Dealers and Contractors who opt to use their letterhead as Quotation is acceptable provided that the same is signed by their authorized Representative/s and the PTRI RFQ Form or FAD-PPGSS Form No. 18 should be attached.

PTRI PPGSS will send via email the appropriate Form No. 18 which you may fill up and send back to us in PDF/JPEG thru this email address: ptri@ptri.dost.gov.ph, mgagustin@ptri.dost.gov.ph or phmasilungan@ptri.dost.gov.ph. For further clarification, kindly coordinate with Ms. Marilou G. Agustin, Chief, PPGSS at tel nos. 837-0744 / 837-2071 to 79 loc. 2373.

For strict compliance.

CELIA B. ELUMBA
Director IV