

**REQUEST FOR QUOTATION**

\_\_\_\_\_  
 Company Name  
 \_\_\_\_\_  
 Address

Please quote your lowest price on the item/s listed below, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_

*Handwritten Signature*  
 ANSON M. TAGTAG  
 Chairperson, Bids and Awards Committee

- NOTES: 1. ALL ENTRIES MUST BE TYPEWRITTEN OR PRINTED LEGIBLY.  
 2. DELIVERY PERIOD IS WITHIN **15** CALENDAR DAYS.  
 3. WARRANTY SHALL BE FOR A PERIOD OF **SIX (6) MONTHS** FOR SUPPLIES & MATERIALS/**ONE (1) YEAR** FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY.  
 4. PRICE VALIDITY SHALL BE VALID FOR A PERIOD OF **30** CALENDAR DAYS.  
 5. PHIL-GEPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION.  
 6. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED.

**Title of Procurement:**  
 Supply and Delivery of Various Ink  
**Purpose:**  
 For official use of the BPKMD  
**Approved Budget for the Contract (ABC):**  
 P60,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	HP 212 Toner Black	1 pc	P	P
2	HP 212 Toner Cyan	1 pc	P	P
3	HP 212 Toner Magenta	1 pc	P	P
4	HP 212 Toner Yellow	1 pc	P	P
	Additional Requests from Procuring Entity: <input type="checkbox"/> Please provide sample upon request of end-user <input type="checkbox"/> Please see full specifications/attached sample design for reference. <input checked="" type="checkbox"/> Other conditions to this request, please state: For more info, please contact the end-user at 8924-6031 loc. 226/253. Kindly address all proposals to the Chairperson, Bids and Awards Committee Contract shall be awarded to the bidder per: <input type="checkbox"/> Item basis <input checked="" type="checkbox"/> Lot basis Bidders must submit the following requirements upon submission of proposal. Non-submission of these requirements shall be grounds for disqualification from the bidding process: 1. DTI/SEC Registration Certificate 2. Valid and Current Mayor's Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration 5. Sign Omnibus Sworn Statement Important Note: -For goods, conforme of the winning bidder must be done within seven (7) calendar days upon serving of the PO. -For services, conforme of the winning bidder must be done within fourteen (14) calendar days upon serving of the JO. -Notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020		GRAND TOTAL: P _____	

Brand : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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

\_\_\_\_\_  
 Printed Name/Signature      Tel. No./Cellphone No.      \_\_\_\_\_  
 Email Address      Date