


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 _____.


ANSON M. TANTIAG
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 Toner Ink and Accessories (e.g. camera battery and SD card etc.)

Purpose:
For official use of the NPD

Approved Budget for the Contract (ABC):
P89,600.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	Toner Cartridge for HP Color Laser Jet Pro (Genuine cartridge) Toner Cartridge HP 206A (W2110A) Black Toner Cartridge HP 206A (W2111A) Cyan Toner Cartridge HP 206A (W2113A) Magenta Toner Cartridge HP 206A (W2112A) Yellow	2 pcs 2 pcs 2 pcs 2 pcs	P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____
2	Ink for DesignJet T250 Printer (Genuine cartridge) Ink HP 712 Black Ink HP 712 Cyan Ink HP 712 Magenta Ink HP 712 Yellow	3 pcs 1 pcs 1 pcs 1 pcs	P _____ P _____ P _____ P _____	P _____ P _____ P _____ P _____
3	Camera battery for (Fuji film X-T30 II camera NP-W126S battery) 1,200 mAh - 1,260 mAh battery capacity	3 pcs	P _____	P _____
4	SD card (128GB) for camera memory storage 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. 232/233/234/235 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 Mayor's/Business Permit 3. PHILGEPS Certificate of Registration 4. BIR Certificate of Registration (2303) 5. Sign Omnibus Sworn Statement (OSS) 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	3 pcs	P _____ GRAND TOTAL:	P _____ 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.