

Date: 21-Mar-25  
Quotation No: 0119-03-25  
PR No. 0325.042

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. TINGTAG  
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 Original HP LaserJet Toner Cartridge (e.g. Black and Cyan etc.)

**Purpose:**

For official use of the ABS Project

**Approved Budget for the Contract (ABC):**

₱360,000.00

ITEM NO.	ITEMS/DESCRIPTIONS	QTY./ UNIT	UNIT PRICE	TOTAL PRICE
1	HP 230A Black Orginal LaserJet Toner Cartridge	24 pcs	P	P
2	HP 230A Cyan Orginal LaserJet Toner Cartridge	12 pcs	P	P
3	HP 230A Yellow Orginal LaserJet Toner Cartridge	12 pcs	P	P
4	HP 230A Magenta Orginal LaserJet Toner Cartridge  Additional Requests from Procuring Entity: [ ] Please provide sample upon request of end-user [ ] Please see full specifications/attached sample design for reference. [X] Other conditions to this request, please state: <u>For more info, please contact the end-user at 0953-760-1979/8924-6031 loc. 222/201</u> <u>Kindly address all proposals to the Chairperson, Bids and Awards Committee</u>  Contract shall be awarded to the bidder per: [ ] Item basis [X] 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)  <u>Important Note:</u> -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	12 pcs	P	P
GRAN 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