



Standard Form Number: SF-GOOD-60  
 Revised on: January 08, 2018  
 Standard Form Title: **Request for Quotation**

Date: \_\_\_\_\_  
 Quotation No. \_\_\_\_\_

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 TIN Num: \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_, 2020.

*JUSANNE V. SALVADOR*  
 Procurement Officer II  
 Tel/fax. No. 817-3168  
jusansalvador@yahoo.com

**General Conditions:**

1. All entries must be typewritten/accurate/readable.
  2. Delivery period must be within **seven (7)** calendar days only.
  3. Warranty shall be for a period of **six (6)** months for supplies and materials, **one (1)** year for equipment, from the date of acceptance by the Procuring Entity.
  4. Price validity must be within **thirty (30)** calendar days.
  5. Bidders must submit Certificate of PhilGEPS registration.
  6. Bidders shall submit original brochures showing specifications of product being offered.
- (FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR BID PROPOSAL.)**

Item No.	Item and Description	Qty	Approved Budget Total Cost	BID PRICE
1	HP Toner 508AK, Black	5	60,000.00	
2	HP Toner 508AC, Cyan	5	60,000.00	
3	HP Toner 508AM, Magenta	5	60,000.00	
4	HP Toner 508AY, Yellow	5	60,000.00	
5	Kyocera Ecosys FS1060 – TK-1124	4	36,000.00	
	Place of Delivery : <b>Makat City</b> Delivery Term : FOB Destination		<b>276,000.00</b>	

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_  
 Payee's Name : \_\_\_\_\_

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

Printed Name / Signature \_\_\_\_\_  
 Tel. No. / Cellphone No. \_\_\_\_\_  
 e-mail address \_\_\_\_\_  
 Date \_\_\_\_\_