



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 \_\_\_\_\_, 2022.

*JUSANNE V. SALVADOR*  
Procurement Officer II  
Tel/fax. No. 8817-3168  
[jusansalvador@yahoo.com](mailto:jusansalvador@yahoo.com)

- General Conditions:
- All entries must be typewritten/accurate/readable.
  - Delivery period must be within seven (7) calendar days only.
  - 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.
  - Price validity must be within thirty (30) calendar days.
  - Bidders must submit Certificate of PhilGEPS registration & Business Permit or Mayors Permit**
  - 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 508A, Black, genuine	2	20,000.00	
2	HP Toner 508A, Cyan, genuine	2	20,000.00	
3	HP Toner 508A, Magenta, genuine	2	20,000.00	
4	HP Toner 508A, Yellow, genuine	2	20,000.00	
5	HP Toner 37A, Black, genuine	3	28,407.00	
	Place of Delivery : <b>MAKATI CITY</b> Delivery Term : FOB Destination		<b>108,407.00</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