



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

Company Name: _____
 Address: _____
 TIN Num: _____

Date: _____
 Quotation No. PR2022-05-478&06-482

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 M. Salvador
 JUSANNE M. SALVADOR
 Procurement Officer II
 Tel/fax. No. 7750-6337 loc. 433
 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 37A, black, genuine	3	34,200.00	
2	HP Toner 37A, black, genuine	2	18,000.00	
3	Ribbon Cartridge, Epson FX2190/2175, black	20	5,800.00	
	Place of Delivery : MAKATI CITY Delivery Term : FOB Destination		58,000.00	

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