



Standard Form Number: SF-GOOD-60

Revised on: January 08, 2018

Standard Form Title: Request For Quotation

Company Name: _____ Date: _____

Address: _____ Quotation No.: RFQ00000052

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
SUPPLY 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 G-EPS 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 (In Php)	BID PRICE
A-000-482	HP Toner CF360A/508A K, Black - for HP M553n	30.00	300,000.00	
A-000-483	HP Toner CF361A/508A C, Cyan - for HP M553n	20.00	200,000.00	
A-000-484	HP Toner CF362A/508A Y, Yellow - for HP M553n	20.00	200,000.00	
A-000-485	HP Toner CF363A/508A M, Magenta - for HP M553n	20.00	200,000.00	
A-001-170	HP Toner HP37A - HPM608DN	6.00	60,000.00	

Place of Delivery: 8737 BDO Plaza, Paseo de Roxas, Makati City

Delivery Term: FOB Destination

Terms of Payment: 15 working days upon complete delivery

Brand and Model: _____
 Delivery Period: _____
 Warranty: _____
 Price Validity: _____
 Payee's Name & TIN: _____

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 _____