

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

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 & Business Permit or Mayors Permit**
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 508A, Black, genuine	6	60,000.00	
2	HP Toner 37A, Black, genuine	4	40,000.00	
	Place of Delivery : MAKATI CITY Delivery Term : FOB Destination		100,000.00	

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 _____

Date _____