



REQUEST FOR QUOTATION

Date: _____
 Quotation #: _____

 Name of Company

 Address

 TIN No.

Please quote your lowest price inclusive of taxes in the items/s listed, subject to the General Conditions below, stating the shortest time of delivery. Submit your quotation duly signed by your representative not later than 3 days upon receipt in sealed envelope marked with the reference no. **IPR # 23-08-SR 246**

JOHNNY M. CONCON
Chairman, Bids and Awards Committee

ITEM No.	ITEM & DESCRIPTION	BRAND MODEL	UNIT	QUANTITY	UNIT COST	TOTAL COST
	ICT-OFFICE SUPPLIES					
	KYOCERA TK-5275C (CYAN)		cartridges	4		
	KYOCERA TK-5275M (MAGENTA)		cartridges	4		
	KYOCERA TK-5275Y (YELLOW)		cartridges	4		
	KYOCERA TK-5275K (BLACK)		cartridges	7		
	(FREE USE OF PHOTOCOPIER)					

ABC: 206,700.00
 Source of fund: GAA 2023

1. All entries must be typewritten/printed in ink.
2. Delivery period within _____ calendar days based on the contract.
3. Warranty shall be for a period of six (6) months for supplies & materials, one (1) year for equipment from date of acceptance by procuring entity.
4. Price validity shall be for a period of _____ calendar days
5. PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
6. Bidders shall submit original brochures showing specification of the products being offered.
7. Winning bidder(s) from outside Butuan City must appear personally or sent authorized representative to signed contract and claimed payments.

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

_____ Signature over Printed Name of Authorized Representative
 _____ Signature over Printed Name of Convasser
 _____ Tel. No. / CP No. / email address
 _____ Date