



**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 \_\_\_\_\_ in sealed envelope marked with the reference no. (PR # 24-01-PM002).

  
**JOHANNY M. CONCON**  
 Chairman, Bids and Awards Committee

ITEM No.	UNIT	QUANTITY	UNIT COST	TOTAL COST
<b>ICT Office Supplies</b>				
Keyboard & Mouse Combo	pc	40		
Wireless Earphone, Neckband Type	pc	20		
Printer Ink - CMYK Set, (Genuine ink from printer offered below)	set	40		
UTP Cable, Outdoor Cat6 with Messenger 305meters	box	1		
SSD, 1TB SATA 2.5"	pc	7		
Power Bank, 10000 mAh with built-in cable	pc	20		
<b>Semi-ICT Semi Equipment</b>				
<b>Multifunction Printer</b>	pc	3		
Type: Print, Scan, Copy, with ADF and Ink Tank				
Print Size: Legal, Letter, A4, A3				
Print Resolution: 4800 x 1200 dpi, min.				
Copy/Scan Size: Letter, A4, Legal				
Copy/Scan Resolution: 600 x 600 dpi, min.				
Input Capacity (Cassette): 250 sheets (A4 plain paper), min.				
Output Capacity: 30 sheets (A4 plain paper), min.				
ADF Capacity: 35 sheets, min.				
<b>Wireless Access Point</b>	pc	5		
WiFi 6 AP with gigabit ports both uplink and downlink				
2 Dual-Band Antennas (2.4 GHz and 5 GHz)				
Centralized Management				
PoE Supported				
Wall Mounted				

ABC: 349,000.00  
 Source of fund: \_\_\_\_\_

**General Conditions:**

- All entries must be typewritten/printed in ink.
- Delivery period within \_\_\_\_\_ calendar days based on the contract.
- 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.
- Price validity shall be for a period of \_\_\_\_\_ calendar days
- PhilGEPS Registration Certificate, Business Permit, DTI Certificate and Tax Registration Certificate shall be attached upon submission of the quotation, if applicable.
- Bidders shall submit original brochures showing specification of the products being offered.
- 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 Canvasser

\_\_\_\_\_  
 Tel. No. / CP No. / email address

\_\_\_\_\_  
 Date