



Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
Maharilza, Bislig City

**REQUEST FOR QUOTATION**

PR #: 2019-07-171  
DATE: 07/19/2019

Company Name : \_\_\_\_\_  
Address: \_\_\_\_\_

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than   2   DAYS in the return envelope attached herewith

  
**ANCHE VILLASTER**  
BAY Chairman

- Note :** 1. All entries must be typewritten.  
2. Delivery Period within   2   calendar days upon receipt of Purchase Order.  
3. Warranty shall be for a period of six ( 6 ) months for supplies and materials, one ( 1 ) year for Equipment, from date of acceptance by the procuring entity.  
4. Price validity shall be a period of 30 calendar days.  
5. G-EPIS Registration Certificate shall be attached upon submission of the Quotation.  
6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).  
7. Mode of delivery: [ ] Pick-up (Schedule) [ x ] Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY	UNIT PRICE	BID PRICE TOTAL AMOUNT
1	reams	Bond Paper, A4 Sub 20	100		
2	reams	Bond Paper, Long Sub. 20	100		
3	pcs	PHOTOCOPIER TONER BH 162 for Konica Minolta Bizhub *****Nothing Follows*****	12		
PURPOSE:		Provision for Photocopying Machine Supplies & Maintenance			

After having carefully read and accepted your General Conditions, I / We quote you on the item at prices noted above.  
Canvassed By: \_\_\_\_\_

Authorized Canvasser \_\_\_\_\_  
Printed Name / Signature \_\_\_\_\_  
Tel. No. / Cellphone No. \_\_\_\_\_  
TIN No. of Establishment \_\_\_\_\_  
Date \_\_\_\_\_

PHILCEPS REGISTRATION NUMBER