

Republic of the Philippines  
**UNIVERSITY OF SOUTHEASTERN PHILIPPINES**  
 Obrero Campus, Bo. Obrero Davao City  
**PROCUREMENT UNIT**  
**Request for Quotation**

PR #: 2019-08-0864  
 Date: Aug. , 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 \_\_\_\_\_ in the return envelope attached herewith

  
**REYNILO D. GARCIA**  
 BAC Chairman  
 A 8/15

Note 1. All entries must be typewritten.

2. Delivery Period within \_\_\_\_\_ 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.	BID PRICE	
				UNIT PRICE	TOTAL AMOUNT
1	bottle	INK C13T6664100(T6641), Black, Genuine	22		
2	bottle	INK C13T6664200(T6642), Cyan, Genuine	15		
3	bottle	INK C13T6664300(T6643), Magenta, Genuine	15		
4	bottle	INK C13T6664400(T6644), Yellow, Genuine	15		
5	cart	TONER CART HP CE310A, Black	10		
6	cart	TONER CART, HP CE311A, Cyan	4		
7	cart	TONER CART, HP CE312A, Yellow	4		
		*****NOTHING FOLLOWS*****			

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

Conveyed By: \_\_\_\_\_  
 Printed Name / Signature

Tel. No. / Cellphone No. \_\_\_\_\_  
 Tel. No. / Cellphone No.

Authorized Conveyer \_\_\_\_\_  
 TIN No. of Establishment

Date \_\_\_\_\_  
 Date