

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

PR NO.: 2021-03-120  
DATE: MARCH 24, 2021

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

- 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-EPS 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	cart	DRUM CART, DOCU CENTRE S2220	1		
2	cart	FUJI ZEROX DCS2020, Black	3		
3	cart	FUJI ZEROX DCS2020, Cyan	2		
4	cart	FUJI ZEROX DCS2020, Magenta	2		
5	cart	FUJI ZEROX DCS2020, Yellow	2		
6	cart	FUJI ZEROX DCS2020, Developer, Black	2		
7	cart	FUJI ZEROX DCS2020, Developer, Cyan	2		
8	cart	FUJI ZEROX DCS2020, Developer, Magenta	2		
9	cart	FUJI ZEROX DCS2020, Developer, Yellow	2		
10	cart	FUJI ZEROX DCS2020, Drum, Black	2		
11	cart	FUJI ZEROX DCS2020, Drum, Cyan	2		
12	cart	FUJI ZEROX DCS2020, Drum, Magenta	2		
13	cart	FUJI ZEROX DCS2020, Drum, Yellow	2		
14	cart	FUJI ZEROX DCS2020, Waste toner	2		
15	cart	PHOTOCOPIER IMAGING UNIT IUP 18 BLACK	1		
16	cart	PHOTOCOPIER TONER, TNT 40 INEO Develop	1		
17	cart	TONER CART, TK-6113 for KYOCERA photocopier original	4		
18	cart	TONER CART, DOCU CENTRE S2220	3		
19	cart	TONER CART, KS800 (for Riso), S-3276	2		
20	cart	TONER CART, for TN 217 (ineo 213)	1		
21	cart	TONER, TN118, for Develop Ineo 226 photocopier	3		
22	cart	TRANSFER ROLLER/MASTER KS800 (for Riso), S-3276	10		
		*** Nothing Follows ***			
			<b>GRAND TOTAL</b>		

After having carefully read and accepted your General Condition, 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