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

Request for Quotation

PR #: 2019-08-0857
Date: Aug. 23, 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

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	INK for Gestetner DX 2430 photocopier	1		
2	toner	TONER (for KONICA MINOLTA BIZHUB C3110), CYAN	4		
3	toner	TONER (for KONICA MINOLTA BIZHUB C3110), MAGENTA	5		
4	toner	TONER (for KONICA MINOLTA BIZHUB C3110), YELLOW	4		
5	toner	TONER (for KONICA MINOLTA BIZHUB C3110), BLACK	6		
6	toner	TONER, IMP2501-2001	1		
		*****NOTHING FOLLOWS*****			

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

_____
Printed Name / Signature

_____
Tel. No. / Cellphone No.

_____
TIN No. of Establishment

_____
Date

Canvassed By:

_____
Authorized Canvasser