

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

PR #: 2019-11-1374
Date: Nov. 11, 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 S. 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 CART for DIGITAL DUPLICATOR, DP Black Ink, DA24	3		
2	unit	IMAGING UNIT for MX310dn	2		
3	roll	MASTER ROLL for DIGITAL DUPLICATOR, DP MASTER ROLL,DRA22	3		
4	tube	TONER for Photocopy machine (Ineo Develop 164)	5		
5	cart	TONER, Kyocera EMLP (M-2535dn)	2		
		*****NOTHING FOLLOWS*****			

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