

## Request for Quotation

Date : July 28, 2021  
 Quotation No. 2021-07-08

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address

Please quote your lowest price on the item/s 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 herein.

CECILIA L. OCHAVO-SAYCON  
 Chief, Finance & Admin Division  
 Procuring Officer

- NOTE:**
- 1 ALL ENTRIES MUST BE TYPEWRITTEN
  - 2 DELIVERY PERIOD WITHIN \_\_\_\_\_
  - 3 WARRANTY SHALL BE FOR A PERIOD OF SIX (6) MONTHS FOR SUPPLIES & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
  - 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_\_ CALENDAR DAYS
  - 5 G-EPS REGISTRATION CERTIFICATE SHALL BE ATTACHED UPON SUBMISSION OF THE QUOTATION
  - 6 \_\_\_\_\_
- BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL COST
1	Computer Ink				
2	EPSON Surecolor - T72700 - Photo Black - PK	pc	10	_____	_____
3	EPSON Surecolor - T72700 - Matte Black - MK	pc	10	_____	_____
4	EPSON Surecolor - T72700 - Magenta	pc	10	_____	_____
5	EPSON Surecolor - T72700 - Yellow	pc	10	_____	_____
6	EPSON Surecolor - T72700 - Cyan	pc	10	_____	_____
7					
8					
9					
10					
11					
12					
18					
22					
23					
24					
25					
26	Note : Approved Budget for the Contract - ABC				
27	Php 205,000.00				
28					
29					
30					
35					

Brand and Model : \_\_\_\_\_  
 Delivery Period : \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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

\_\_\_\_\_  
 Printed Name / Signature

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

\_\_\_\_\_  
 e-mail address