

Republic of the Philippines  
 Department of Environment and Natural Resources  
**MINES AND GEOSCIENCES BUREAU**  
 Regional Office No. 6  
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## Request for Quotation

Date: 12/ /2021  
 Quotation No. 2021-12-19

\_\_\_\_\_  
 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. OCHOAVO-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 ATTACH UPON SUBMISSION OF THE QUOTATION
  - 6 BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATIONS OF THE PRODUCT BEING OFFERED

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT COST	TOTAL COST
1	PHOTOCOPIER MACHINE - Copier /Printer /Scanner Engine speed: 24CPM, Memory 64 MB std Resolution: 600x600 dpi Paper Capacity:350 sheet Paper size: Max A3 (11x17") Maximum Cont. copy -999 copies Power requirement: Max 1.2 kW	1	_____	_____
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b> <b>(Php60,000)</b>				

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