

Request for Quotation

Date : 3/7/2023

Quotation No. 23-03- 01

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-EPIS 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	UNIT	QTY.	UNIT PRICE
1	Wireless bluetooth earbuds	pc	5	_____
2	INK: HP 704 colored	pc	7	_____
3	USB dongle	pc	2	_____
4	INK: Epson 003 (magenta)	pc	9	_____
5	INK: Epson 003 (cyan)	pc	9	_____
6	INK: Epson 003 (yellow)	pc	6	_____
7	External hard drive (1TB)	pc	4	_____
8	USB Hub adapter (4 ports)	pc	15	_____
9	INK: Canon 810 (black)	pc	6	_____
10	INK: Canon 811 (colored)	pc	6	_____
11	Wireless mouse	pc	9	_____
12	UPS	pc	9	_____
13	Display monitor power cable (2 meters)	pc	3	_____
14	Wireless keyboard	pc	3	_____
15	Headset	pc	2	_____
16	Wireless presenter	pc	2	_____
17	Mousepad	pc	13	_____
18	INK: GI 790 (black)	pc	8	_____
19	INK: GI 790 (magenta)	pc	3	_____
20	INK: GI 790 (yellow)	pc	3	_____
SUBTOTAL:				_____

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

Date

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ITEM NO.	ITEM & DESCRIPTION	UNIT	QTY.	UNIT PRICE
21	INK: Brother LC 563 (cyan)	pc	1	_____
22	INK: Epson T6641 (black)	pc	2	_____
23	INK: Epson T6642 (cyan)	pc	1	_____
24	INK: Epson T6643 (magenta)	pc	1	_____
25	INK: Epson T6644 (yellow)	pc	1	_____
26	INK: Brother BT60BK (black)	pc	2	_____
27	INK: Brother BT5000Y (yellow)	pc	1	_____
28	INK: Brother BT5000C (cyan)	pc	1	_____
29	INK: Brother BT5000M (magenta)	pc	1	_____
30	micro USB fast charge cable (1 meter)	pc	6	_____
31	A4 Tech Headset w/ microphone (for laptops-USB)	pc	14	_____
32	External hard drive enclosure, 2.5" w/SATA-to-USB adapter port	pc	1	_____
33	USB hub	pc	18	_____
APPROVED BUDGET FOR THE CONTRACT:				
Php 160,000.00			TOTAL:	=====

Brand and Model : _____
 Delivery Period : _____
 Warranty : _____
 Price Validity : _____

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 Printed Name / Signature

 Tel. No. / Cellphone No.
 e-mail address

 Date