



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in	
COMPANY NAME:	Quotation No. 21-325-08
ADDRESS:	Purchase Request No. G-2021-08-0514
CONTACT No.	Purpose: For Office use - University Wide
TIN No.	ABC: 346,240.00
PhilGEPS Registration No.	Delivery Period: 7 Calendar Days upon receipt of Purchase Order
EMAIL ADDRESS:	

INSTRUCTIONS TO SUPPLIERS:

1. Please quote your lowest price on the item/s listed below comprising the necessary taxes.

2. It is mandatory to indicate the brand and/or model of the items being offered and to attach a brochure thereof whenever applicable

3. Indicate the warranty period in cases of equipment or whenever applicable.

4. Forthwith submit the accomplished quotation duly signed by your representative.

5. Suppliers are required and mandated to attach and submit the following documentary requirements:
a) Valid Mayor's/ Business Permit; b) BIR Certificate of Registration; c) Authority to Print Receipt; d) DTI/SEC Registration; e) PhilGEPS Membership Certificate; and f) PCAB License in cases of Infrastructure projects.

6. All items must conform with the internationally accepted standard and sub-standard items shall not be accepted.

ITEM NO.	ITEM & SPECIFICATION	QTY/UNIT	BRAND & MODEL OFFERED	UNIT PRICE	TOTAL PRICE
1	Canon ix6770 CLI 750 BK extra Large	3cartridge			
2	Canon ix6770 CLI 751 BK C	3cartridge			
3	Canon ix6770 CLI 751 BK Y	3cartridge			
4	INK CART, CANON PG-810, Black	21cartridge			
5	INK CART, CANON CL-811, Colored	13cartridge			
6	Epson, T003 - Refill ink, 65ml, Black	90bottles			
7	Epson, T003 - Refill ink, 65ml, Cyan	57bottles			
8	Epson, T003 - Refill ink, 65ml, Magenta	57bottles			
9	Epson, T003 - Refill ink, 65ml, Yellow	57bottles			
10	Epson T774, Black	15bottles			
11	INK CARTRIDGE, HP 704, Colored	3cartridge			
12	INK CARTRIDGE, HP 704, Black	6cartridge			
13	INK CART, HP CZ108AA, (HP678), Tricolor	4cartridge			
14	TONER CART, HP Laser Jet 83A	5cartridge			
15	TONER CART, HP CE285A (HP85A), Black	38cartridge			
16	INK CART, Canon 790 Black	3bottles			
17	Toner Hp 107A, Black	3cartridge			
18	Ink cartridge 201A HP Laser Jet Pro M252n (Black)	1cartridge			
19	TONER CART, HP LASERJET PRO M254, 202A BLACK	1cartridge			
20	TONER CART, HP LASERJET PRO M254, 202A CYAN	1cartridge			
21	TONER CART, HP LASERJET PRO M254, 202A YELLOW	1cartridge			
22	TONER CART, HP LASERJET PRO M254, 202A MAGENTA	1cartridge			
	NOTE:				
	1. ALL ITEMS MUST BE ORIGINAL				
	2. EXPIRATION DATE MUST BE ATLEAST ONE (1) YEAR UPON DELIVERY				
	Please attach brochure and indicate days of delivery				

Accomplished by:		By the authority of the University President.
<div>Supplier's Representative (Print name and Signature)</div>		<div>DR. DOLLY P. MAROMA BAC Chairman</div>
Date Accomplished : _____		Canvassed by:
		<div>_____ Name and Signature</div>

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Revision: 1