



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

****Mandatory to fill in****

COMPANY NAME:	Quotation No. 22-09-623
CONTACT No.	Purchase Request No. G-2022-09-0861
Address:	Purpose: For University use (3rd Quarter)
TIN No.	ABC: 220,400.00
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) PhilGEPS Membership Certificate and e) Omnibus Sworn Statement
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	INK CART HP 704, Black	13 cartridge			
2	INK CART HP 704, Colored	10 cartridge			
3	INK CART, CANON 98, Colored	4 cartridge			
4	TONER CART, HP 83A, Black	22 cartridge			
5	TONER CART, HP LASERJET PRO M254, 202A BLACK	1 cartridge			
6	TONER CART, HP LASERJET PRO M254, 202A CYAN	1 cartridge			
7	TONER CART, HP LASERJET PRO M254, 202A MAGENTA	1 cartridge			
8	TONER CART, HP LASERJET PRO M254, 202A YELLOW	1 cartridge			
9	Canon ix6770 CLI 751 BK C	6 cartridge			
10	Canon ix6770 CLI 750 BK extra Large	10 cartridge			
11	Canon ix6770 CLI 751 BK Y	6 cartridge			
12	Canon ix6770 CLI 751 BK M	6 cartridge			
13	INK CART, EPSON L1455, 774 Black	10 cartridge			
14	INK CART, EPSON L1455, 774 Cyan	10 cartridge			
15	INK CART, EPSON L1455, 774 Magenta	10 cartridge			
16	INK CART, EPSON L1455, 774 Yellow	10 cartridge			
17	TONER CART, HP 107A , Black	4 cartridge			
18	TONER CART, SAMSUNG MLT-D101S, Black	2 cartridge			
19	RIBBON, SP 40 plus compuprint	10 cartridge			
	Note:				
	All items must be original				
	Suppliers must provide certificate of distributorship				
	BY LOT				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

By the authority of the University President.

Supplier's Representative
 (Print name and Signature)

DR. DOLLY P. MAROMA
 BAC Chairman

Date Accomplished : _____

Canvassed by:

 Name and Signature