



REQUEST FOR QUOTATION FOR THE PROCUREMENT OF GOODS AND SERVICES

Mandatory to fill in

COMPANY NAME:	Quotation No. 23-05-216
CONTACT No.	Purchase Request No. G-2023-04-0234
Address:	Purpose: For University use
TIN No.	ABC: 923,830.40
PhilGEPS Registration No.	Please indicate days of delivery: _____ 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; e) Omnibus Sworn Statement and f) Income/ Business Tax Return
- 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	TONER FOR MP2501L	49 cart			
2	Toner Cart, GESTETNER, MP2001L	14 cart			
3	Toner Gestetner MP 2014H	55 cart			
4	Toner Cart, Gestetner, M2701	1 cart			
5	Toner Cart, Gestetner MP1500/1800/1900	46 cart			
6	TONER CART, GESTETNER, MP1800L2	4 cart			
7	TONER CART, GESTETNER MP 2014AD	8 cart			
8	GESTETNER COPIER TONER MP-C2004, BLACK	11 cart			
9	GESTETNER COPIER TONER MP-C2004 OR C2503, CYAN	7 cart			
10	GESTETNER COPIER TONER MP-C2004 OR C2503, MAGENTA	7 cart			
11	GESTETNER COPIER TONER MP-C2004 OR C2503, YELLOW	7 cart			
12	TONER FOR COPIER GESTENER -BLACK MP C2503	4 cart			
13	TONER FOR COPIER GESTENER -CYAN MP C2503	2 cart			
14	TONER FOR COPIER GESTENER -MAGENTA MP C2503	2 cart			
15	TONER FOR COPIER GESTENER -YELLOW MP C2503	2 cart			
16	TONER CART, GESTETNER COPYPRINTER INK BLACK CP17 (893781)	10 cart			
	BY LOT				
	NOTE: Please attach brochure and indicate days of delivery				

Accomplished by:

Supplier's Representative
(Print name and Signature)

Date Accomplished : _____

By the authority of the University President.

DR. DOLLY P. MAROMA
BAC Chairman

Canvassed by:

Name and Signature