



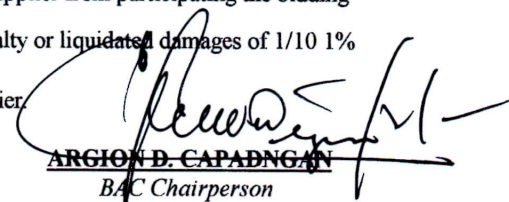
REQUEST FOR QUOTATION

Name of Procuring Entity: **Pulot NHS, Ozamiz City (JHS)** RFQ Control No.: _____
Office/End-User: _____ Purchase Request No.: _____
Purpose: **For Office Supplies.** Date: _____

Please quote the prices of the item/s listed hereunder which we desire to buy from you. The prices should be just and reasonable, not in excess of the prevailing prices, and subject to the terms and conditions stated below.

TERMS and CONDITIONS:

1. All entries must be typewritten or legibly written.
2. Duly signed quotation shall be submitted/returned not later than two (2) working days upon receipt of this document.
3. Delivery period within __ from date of receipt of Purchase Order (PO).
4. Avoid quoting if stocks are not available within the period stipulated.
5. Warranty shall be for a minimum of three (3) months for supplies and materials from date of acceptance by the end-user.
6. Price validity shall be for a period of sixty (60) calendar days.
7. PhilGEPS Registration Certificate shall be attached upon submission of the quotation.
8. Bidders shall submit original brochures showing certifications of the product, if applicable.
9. Failure to print name and/or signature of authorized representative shall disqualify the supplier from participating the bidding process.
10. Failure to deliver within the stipulated delivery period shall subject the supplier to a penalty or liquidated damages of 1/10 1% per day of delay on items not delivered.
11. Discretionary criteria shall be used by the BAC in the selection of qualified bidder/supplier.


ARGON D. CAPADANGAN
BAC Chairperson

Company Name: _____
Address: _____
Tel. No./Fax No.: _____

Item No.	ITEMS & DESCRIPTION	QTY/UNIT	ABC (Approved Budget)	BIDDERS BRAND	UNIT PRICE	TOTAL PRICE
1	Ink Cart, EPSON C13T664100 (T6641), Black	30 bottle	249.60			
2	Ink Cart, EPSON C13T664200 (T6642), Cyan	20 bottle	249.60			
3	Ink Cart, EPSON C13T664300 (T6643), Magenta	20 bottle	249.60			
4	Ink Cart, EPSON C13T664400 (T6644), Yellow	20 bottle	249.60			
5	Toner	6 pieces	7,867.00			
6	Printer	5 unit	9,200.00			
7	Staple Wire #35	30 box	40.00			
8	Bond Paper, A4	100 reams	192.00			
	Nothing Follows					
	TOTAL		136,066.00			

After having carefully read and accepted your General Conditions, I / We quote you on the item(s) at prices note above.
_____ Printed Name / Signature / Date