

Te. No. (047) 2446246

Standard Form Number: SF-GOOD- 60

Purchase Request No. : BNA-5065-20

Trade Agreement : Revised Implementing Rules and Regulations of R.A 9184

Procurement Method : Shopping - Regular Office Supplies (Sec 52.1b)

Approve Budget Cost : Php100,000.00

(ABC)

Date : \_\_\_\_\_

## REQUEST FOR QUOTATION

Company/Traders Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_.

  
**GUALBERTO E. ANGELES**  
 BAC Chairperson

Item No.	Item/s and Description	Quantity	Unit	Unit Price	Total Price
1	TONER PC-210 PANTUM	10	cart		
2	PRINTER RIBBON, OKI	12	cart		
3	PRINTER RIBBON, EPSON LQ-680	20	pieces		
4	PRINTER RIBBON, EPSON LQ 2190	12	pieces		
	-----nothing follows-----				

After having carefully read and accepted your General Condition, I/We quote you on the item/s at prices noted above.

\_\_\_\_\_  
Signature Over Printed Name

Tel No. \_\_\_\_\_

**General Conditions:**

- 1 **ALL ENTRIES MUST BE WRITTEN LEGIBLY or TYPEWRITTEN**  
QUOTATIONS WITH ERASURES OR OVERWRITING SHALL BE VALID ONLY, IF THEY ARE SIGNED OR INITIALLED
- 2 BY THE SUPPLIER OR HIS AUTHORIZED REPRESENTATIVE
- 3 DELIVERY PERIOD WITHIN 7 Calendar Days AFTER RECEIPT OF P.O or notice
- 4 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
- 5 PRICE VALIDITY SHALL BE FOR A PERIOD OF 60 Calendar Days
- 6 SUPPLIER MUST POSSESS TAXPAYER INFORMATION NUMBER (TIN)
- 7 Phil-GEPS REGISTRATION CERTIFICATE/ NUMBER SHALL BE SUBMITTED
- 8 SUBJECT TO SUBMISSION OF LEGAL DOCUMENTS FOR THE DETERMINATION OF TECHNICAL, LEGAL AND FINANCIAL CAPABILITY OF SUPPLIER