



Tel. No. (047) 2446246

Standard Form Number: SF-GOOD- 60

Purchase Request No. : BNA-5496-21

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

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

Approve Budget Cost : Php147,000.00
(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 **Nov. 03, 2021**.

Nilu RiENZIE H. Depasucat

NILO RIENZIE H. DEPASUCAT
BAC CHAIRPERSON

Item No.	Item/s and Description	Quantity	Unit	Unit Price	Total Price
1	Ink Cartridge, Epson 003, cyan	5	pcs		
2	Balikbayan Box, big	20	pcs		
3	Ink Cartridge, Epson 003, yellow	5	pcs		
4	Ink Cartridge, Epson 003, black	10	pcs		
5	Toner Cartridge, Brother BT 5000, yellow	10	pcs		
6	Toner Cartridge, Brother BT 5000, magenta	10	pcs		
7	Toner Cartridge, Brother BT 5000, cyan	10	pcs		
8	Toner Cartridge, Brother BT D60, black	10	pcs		
9	Paper Tray, 3-layer	5	pcs		
10	Tissue Paper	1500	rlls		
11	Tape Dispenser	5	pcs		
12	Stapler with remover, heavy duty	10	pcs		
13	Puncher, 2-hole, heavy duty	10	pcs		
14	Insecticide Spray, big	50	cns		
15	Folder, tagboard A4 size papers/documents	200	pcs		
16	Disinfectant Spray, 340gms, aerosol	50	cns		
17	Binders Clip, 1-1/4"	20	bxs		
18	Multi-copy Paper, legal, 70gsm	100	rms		
19	Multi-copy Paper, A4, 70gsm	100	rms		
20	Ink Cartridge, Epson 003, magenta	5	pcs		
	*****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 30 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