

**REQUEST FOR QUOTATION**

**NAME OF SUPPLIER:**

**QUOTATION NO.:** 0159-2019

**OFFICE ADDRESS :**

**DATE PREPARED:** 08/22/2019

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

**RANDY B. VILLARTE**

Actg. Supervising Supply Officer

**NOTE:**

1. All entries must be handwritten or typewritten
2. Delivery period within 30 calendar days.
3. 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.
4. Price validity shall be for a period of 30 calendar days
5. G-EPS registration certificate shall be attached upon submission of the quotation
6. Bidders shall submit original brochures showing certifications of the product being offered.
7. Sealed/Unsealed canvass/quotation shall be accepted
8. All prospective bidders shall submit Mayor's/Business permit and PhilGEPS registration number during the opening of      RFQ.
9. Only RFQ, if submitted personally, with the duly notarized Special Power of Attorney or Secretary's Certificate shall be accepted.

ITEM NO.	ITEM & DESCRIPTION	QTY	UNIT	PRICE/ UNIT	TOTAL AMOUNT
1	Drum Unit for Ineo 221/228 - CYAN	1	UNIT		
2	Drum Unit for Ineo 221/228 - MAGENTA	1	UNIT		
	xxx nothing follows xxx				

Brand and Model :  
 Warranty :

Delivery Period:  
 Price Validity:

noted above.

Canvassed by: \_\_\_\_\_  
 Date canvassed : \_\_\_\_\_

\_\_\_\_\_  
 PRINTED NAME/SIGNATURE  
 \_\_\_\_\_  
 TEL NO. / CELLPHONE NO.  
 \_\_\_\_\_  
 DATE