



REQUEST FOR QUOTATION

Name of Establishment: _____
 Address: _____

Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the general condition below stating the shortest time of delivery and submit your quotation duly signed by your representative not later than **31 December 2021** in the returned envelope attached herewith:

Milagros C. Adduru
MILAGROS C. ADDURU

Chairman, Regional Bids and Awards Committee

Qty.	UOM		Approved Budget for the Contract	Bid Amount	
				PER UNIT	TOTAL
SUPPLY AND DELIVERY OF OFFICE SUPPLIES AND CONSUMABLES FOR REGULAR ACTIVITES, SPECIAL PROJECTS AND PHILSYS FOR THE PHILIPPINE STATISTICS AUTHORITY-PROVINCIAL STATISTICS OFFICE OF BATANES					
2	tube	Samsung Laser Mdl 3471ND	Php233,200.00		
2	tube	Canon 6012, TN660, Magenta			
2	tube	Canon 6012, TN660, Yellow			
2	tube	Canon 6012, TN660, Blue			
2	tube	Canon 6012, TN660, Black			
2	tube	HP1020, Q2612A, Black			
2	tube	HP1656, CE278AC, Black			
2	tube	HP571, Q7553A, Black			
8	cart	Brother, LC569XL, Black			
8	cart	Brother, LC563, Cyan			
8	cart	Brother, LC563, Magenta			
8	cart	Brother, LC563, Yellow			
19	bottle	Epson, T664, Black			
19	bottle	Epson, T664, Cyan			
19	bottle	Epson, T664, Yellow			
19	bottle	Epson, T664, Magenta			
6	cart	Brother, LC539XL, Black			
6	cart	Brother, LC535XL, Cyan			
6	cart	Brother, LC535XL, Magenta			
6	cart	Brother, LC535XL, Yellow			
6	bottle	Epson, T7741, Black			
6	bottle	HP GT51, Black			
6	bottle	HP GT52, Cyan			
6	bottle	HP GT52, Magenta			
6	bottle	HP GT52, Yellow			

TOTAL _____

- Note:
1. Delivery period is within 3 calendar days from receipt of the Notice to Proceed (NTP)
 2. Supplier must state and/or indicate the brand and warranty of each item/product being offered
 3. Prices and specifications for the bid should be valid for 60 days
 4. No payment shall be made until full delivery of item/s is/are completed. A penalty of 1/10 of 1% of each day of delay in the delivery shall be improved
 5. Prices inclusive of VAT

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

 Printed Name/Signature

 Tel. No./Cellphone No.

 Date

ERLINDA B. CUSTODIO
 Canvasser