



**Procurement of Toner and Ink Supplies for the College (2<sup>nd</sup> Quarter)**

Nabua, Camarines Sur

Request for Price Quotation

Date: **May 24, 2018**

Quotation No.: **RFQ-168-05-18**

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 \_\_\_\_\_  
 \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General conditions on the last page, starting the shortest time of delivery and submit your quotation duly signed by your representative not later than **May 28, 2018 9:00 am** in the return envelope attached herewith.

  
**FERDINAND B. VALENCIA**  
 BAC Chairman

Note:

1. All entries must be typewritten/handwritten.
2. Delivery period within **15 calendar days.**
3. Warranty shall be for a period of **3 months for supplies and 1 year for equipment** from date of acceptance by the College.
4. Posting of performance bond is required before delivery of the items/goods.
5. Price validity shall be for a period of **15** calendar days.
6. Payment shall be by check after acceptance of deliveries and final inspection.
7. Approved Budget for the contract (ABC) ₱ 231,571.20 (inclusive of tax)

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	Toner, Black (for Photocopier, Gestetner)	10 pcs		
2	Toner, Cyan (for Photocopier, Gestetner)	8 pcs		
3	Toner, Magenta (for Photocopier, Gestetner)	8 pcs		
4	Toner, Yellow (for Photocopier, Gestetner)	8 pcs		
	Note: <b>No partial delivery.</b> <b>Indicate Brand and Model of Item Offered</b> <b>Kindly submit the following:</b> <ul style="list-style-type: none"> <li>• <b>Company profile</b></li> <li>• <b>Mayors permit</b></li> <li>• <b>Certification of PHILGEPS registration.</b></li> <li>• <b>Income Business Tax Return</b></li> <li>• <b>Omnibus Sworn Statement ( for the winning bidder)</b></li> </ul> You can reach us at: Tel: 288-4421 local 103 & 113 Email: <a href="mailto:cspc.procurement@gmail.com">cspc.procurement@gmail.com</a> Fax:288-4425 Look for: <b>Marites A. Bernal</b> Admin. Officer IV - Procurement Officer designate			

Brand & Model : \_\_\_\_\_  
 Delivery Period: \_\_\_\_\_  
 Warranty : \_\_\_\_\_  
 Price Validity : \_\_\_\_\_

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./ E-mail Address

\_\_\_\_\_  
 Date