Procurement of Toner for Photocopier at Records Office
Camarines Sur Polytechnic Colleges
Nabua, Camarines Sur

Request for Price Quotation

Date: **March 26, 2018**
Quotation No.: **RFQ-104-03-18**

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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 **April 2, 2018** ***5:00 pm*** 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) ₱ 7,300.00 (inclusive of tax)**

ITEM NO.	ITEMS & DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
1	INEO 165e Toner	2 bottles		
	Note: ***No partial delivery.*** ***Indicate Brand and Model of Item Offered*** ***Kindly submit the following:*** • ***Company profile*** • ***Mayors permit*** • ***Certification of PHILGEPS registration.*** • ***Income Business Tax Return*** • ***Omnibus Sworn Statement (for the winning bidder)*** *You can reach us at:* *Tel: 288-4421 local 103 & 113 Email: cspc.procurement@gmail.com* *Fax:288-4425* *Look for: Marites A. Bermal* *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