

Republic of the Philippines  
**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES**  
*Office of the Regional Director*  
 Region XI, Lanang, Davao City

**REQUEST FOR QUOTATION**

Date 11/25/2020  
 Quotation No. 20-11-477A  
 Division/Section : Regional Office/PMD

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_

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

  
**MARY GRACE C. AGBISIT**  
 Procurement Officer

- NOTE:**
- 1 ALL ENTRIES MUST BE TYPEWRITTEN.
  - 2 DELIVERY PERIOD WITHIN \_\_\_\_ 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 PROCURING ENTITY.
  - 4 PRICE VALIDITY SHALL BE FOR A PERIOD OF \_\_\_\_ 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.

ITEM NO.	UNIT	ITEM & DESCRIPTION	QTY.	UNIT PRICE
<b>Supply and Delivery of Office/Computer/Janitorial Supplies Non-PS</b>				
<b>Computer Supplies</b>				
1	unit	External Hard drive, 2TB, SATA III SSD	17	
2	unit	Wireless mouse	34	
3	cart.	In cart, for epson L5910 printer, ink no. 003, Cyan	50	
4	cart.	In cart, for epson L5910 printer, ink no. 003, magenta	50	
5	cart.	In cart, for epson L5910 printer, ink no. 003, yellow	50	
6	cart.	In cart, for epson L5910 printer, ink no. 003, black	50	
7	cart.	In cart, for epson L565 printer, ink no. T661, cyan	50	
8	cart.	In cart, for epson L565 printer, ink no. T661, magenta	50	
9	cart.	In cart, for epson L565 printer, ink no. T661, yellow	50	
10	cart.	In cart, for epson L565 printer, ink no. T661, black	50	
11	cart.	In cart, for Canon iP110 printer, Ink no. 35, black	50	
12	cart.	In cart, for Canon iP110 printer, Ink no. 35, tri-color	50	
13	unit	USB port (at least 4 ports & 1 meter long wire,	10	
14	unit	Voice recorder (2TB capacity)	2	
<b>Office Supplies</b>				
15	reams	Paper bond, 80gsm, short size	100	
16	pack	PVC cover 217mm x 321 mm (200micron/pack)	20	
17	pack	PVC cover 216mm x 330 mm (200micron/pack)	20	
18	pcs	Expanding folder, long	50	
19	pcs	Expanding envelope, long	50	
20	length	Ring binder (1")	20	
21	length	Ring binder (1 1/2")	20	
<b>Janitorial Supplies</b>				
22	bottle	Disinfectant Bleaching Solution, 500 ml	100	
23	Kilo	Chlorine	50	
Note: Re-manufactured items to bid must be in good quality, & re-manufactured inks/tonners are strictly prohibited				

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

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

Printed Name/Signature

Tel.No./Cellphone No.