

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

REQUEST FOR QUOTATION

Date 11/19/2020
Quotation No. 20-10-460A
Division/Section : LPDD

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
		Supply and Delivery of Computer Supplies Not Available at PS		
1	cart	Ink cartridge, for cannon, PG-810, black	10	
2	cart	Toner cartridge, hp, part no. CE285A, black	6	
3	ream	Paper bond multicopy 80 gsm, long	50	
4	ream	Paper bond multicopy 80 gsm, A4	50	
5	piece	Sign pen, black	48	
6	piece	Sign pen, blue	36	
7	piece	Staple, standard type	5	
8	bottle	Alcohol 500ml	25	
9	roll	Tissue paper 12 roll per pack	3	

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.