



Caraga Regional Office
Doongan Road, Butuan City

REQUEST FOR QUOTATION

Name of Supplier/Dealer

Date: 2/13/19
No.: 19-02-16

Address/Contact Number

Sir/Madam:

If available in your stock, please quote your lowest price, all taxes included, for the following article/services enumerated below and submit your quotation as soon as possible to this office to the undersigned stating the shortest time which delivery could be made by yourself.

Very truly yours,

CHRISTOPHER C. MABALE
BAC Chairperson

Terms of Reference (TOR)

1. Price Validity shall be for a period of 30 calendar days.
2. Delivery period within (**CDs**) from receipt of Contract/Purchase Order (PO).
3. Warranty shall be for a period of six (6) months for supplies and materials, at least 1 year for equipment, from date of acceptance by the procuring entity;
4. Bidders must have PhilGEPs certificate of registration;
5. Mode of delivery [] Pick-up; [] Door to door delivery; other modes
6. **Deadline for submission of quotation shall be on 02/18/2019.**
7. **Please put check (/) mark if your product/service is compliant with corresponding**

Your Quotation Must be Sealed

ABC: 85,000.00

Item #	Qty	Article Description	Please Check here	Unit Cost	Total

		Free use of the following multifunction/printer units			
1	10	cart 2 unit Laserjet Printer: Print speed: at least 19 pmm (letter); Processor: at least 500MHz; Memory: at least 16 MB; Interface: USB			
2	18	cart 2 units Laserjet multi-function printer: Print Speed: up to 29 ppm; Processor: at least 600MHz; Memory: at least 128 MB; Interface: USB; Ethernet (LAN capable);			
		to come up with MOA for at least a year.			

To be delivered at the Civil Service Commission Caraga Regional Office.

Name & Signature of Deale