

Republic of the Philippines
Province of Davao Oriental
CITY OF MATI

REQUEST FOR QUOTATION

Date: 1 August 2013
RFQ No.: 072

Name of Company: _____

Address: _____

Business Permit No.: _____

TIN No.: _____

Please quote your best offer for the item/s described below, subject to the Terms and Conditions provided at the dorsal portion of this request for quotation. Submit your quotation duly signed by you or your duly representative not later than **7 August 2013**.

Open quotations may be submitted, manually or through facsimile or email at the address and contact numbers indicated below.

MARIA LUISA R. COMO
City General Services Officer
Head, BAC Secretariat

After having carefully read and accepted the Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

PR No. 2471
City Engineering Office

ITEM DESCRIPTION	Quantity (QTY)	Approved Budget of the Contract	OFFER				REMARKS
			PRICE		Compliance with Technical Specifications		
			Unit Price	Total Price	Yes	No	
Office Supplies		P 36,710.00					
1. Computer Keyboard	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
2. Genius Mouse	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
3. Mouse Pad	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
4. Max Stapler w/ Remover	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
5. USB 8 Gb	1 Pc				<input type="checkbox"/>	<input type="checkbox"/>	
6. USB 4 Gb	3 Pcs				<input type="checkbox"/>	<input type="checkbox"/>	
7. A3 Ink (Canon 726)	3 Sets				<input type="checkbox"/>	<input type="checkbox"/>	
8. Hp704 Black	8 Sets				<input type="checkbox"/>	<input type="checkbox"/>	
9. Hp704 Tri-Color	6 Sets				<input type="checkbox"/>	<input type="checkbox"/>	
10. 811 Canon Ink Black	4 Sets				<input type="checkbox"/>	<input type="checkbox"/>	
11. 810 Canon Ink Colored	4 Sets				<input type="checkbox"/>	<input type="checkbox"/>	
12. Photocopier Toner (Canon iR1024)	1 Tube				<input type="checkbox"/>	<input type="checkbox"/>	
13. Energizer Rechargeable Battery	1 pack				<input type="checkbox"/>	<input type="checkbox"/>	

Signature over Printed Name

Canvasser

Contact Numbers (Landline and/or

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Bidders may quote for any or all the items.
3. Price quotation/s must be valid for a period of *Thirty (30) calendar days* from the date of submission.
4. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. Award of contract shall be made to the lowest quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initiated by you or any of your duly authorized representative/s.
8. The item/s shall be delivered within ten (10) calendar days from receipt of purchase order.