



OFFICE OF THE BIDS AND AWARDS COMMITTEE

Name of Project : **Supply and Delivery of Toner Cartridge for Laserjet to be used at the City Treasurer's Office in the City of San Fernando, Pampanga**

Location of the Project : **City Treasurer's Office**

REQUEST FOR QUOTATION

(FM-CSFP-CGSO-39; Revision No.02; 10/18/2019)

Date : **February 11, 2021**

Quotation No. : **03-21-0226**

Company Name

Address

Please quote your lowest price on the item/s listed below and submit your quotation duly signed by your representative not later than **February 15, 2021 at 10:00 A.M.** at **CGSO Building, New Public Market, City of San Fernando, Pampanga.**

Canvassed by:

Approved by:

JOLINA B. VITAL
Administrative Aide I

ENGR. MICHAEL N. QUIZON, JR.
BAC Chairman

- NOTE:
1. ALL ENTRIES MUST BE READABLE
 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 THE PROCURING ENTITY
 4. PRICE VALIDITY SHALL BE FOR A PERIOD OF SIXTY (60) CALENDAR DAYS

| ITEM NO. | QTY | UNIT | ITEM DESCRIPTION | UNIT PRICE | TOTAL |
|----------|-----|---------|---|------------|----------|
| 1 | 65 | cart(s) | Toner for HP Laserjet 85A xxxxxx Nothing follows xxxxxx TOTAL AMOUNT | | P |

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

Printed Name / Signature

Tel No. / Cellphone No.

Date