

Standard Form Number: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: **Request for Quotation**

Date: 15-March-201
 Quotation No. 201803

 Company Name

 Address

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



JOSISA C . CONCHADA
 Chairman, Bids & Awards C

General Conditions of the Contract:

1. ALL ENTRIES MUST BE TYPEWRITTEN
2. DELIVERY PERIOD WITHIN SEVEN (7) 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 LEYTE NORMAL UNIVERSITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF THIRTY (30) 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 BIDDEN
7. THIS PROJECT IS 1 LOT

ITEM NO.	ITEM & DESCRIPTION	QTY	ABC
1	COMPUTER CONTINUOUS FORMS, 3 ply, 280 x 241mm, carbonless	11	6,827.37
2	DVD REWRITABLE, speed: 4X min, 4.7GB capacity min	2	45.32
3	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	9	28,375.74
4	FLASH DRIVE, 16GB capacity	15	3,926.25
5	INK CART, EPSON C13T664100 (T6641), Black	34	9,009.66
6	INK CART, EPSON C13T664200 (T6642), Cyan	28	7,419.72
7	INK CART, EPSON C13T664300 (T6643), Magenta	28	7,419.72
8	INK CART, EPSON C13T664400 (T6644), Yellow	28	7,419.72
9	INK CART, HP C9351AA, (HP21), Black	12	8,112.00
10	INK CART, HP CC640WA, (HP60), Black	3	1,995.54
11	INK CART, HP CC643WA, (HP60), Tri-color	1	784.16
12	INK CART, HP CD887AA, (HP703), Black	2	746.3
13	INK CART, HP CD888AA, (HP703), Tri-color	2	746.3
14	INK CART, HP CZ107AA, (HP678), Black	2	759.28
15	INK CART, HP CZ108AA, (HP678), Tricolor	6	2,277.84
16	Laptop Computer, branded	1	36,587.28
17	MOUSE, optical, USB connection type	5	701.95

18	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	1	27,542.94
19	TONER CART, HP CB540A, Black	2	6,889.80
20	TONER CART, HP Q2612A, Black	2	6,457.16
	TOTAL		164,044.05

Brand and Mo : _____
Delivery Perio : _____
Warranty Warranty: _____
Price Validity Price Validity: _____

After having carefully read and accepted your General conditions, I/we quote on the item/s at price noted above

Company Name

Tel. No./ Cellphone No.

Printed Name/Signature

Date