



Republic of the Philippines
 Department of Education
 Cordillera Administrative Region
DIVISION OF BAGUIO CITY
 #82 Military Cut-Off, Baguio City



REQUEST FOR QUOTATION

Standard Form No.: SF-GOOD-60
 Revised on: May 24, 2004
 Standard Form Title: Request for Quotation

Supplier:
 Address:
 Telephone No.:

Requesting Unit:
 PR No.: 2018-02-023
 Quotation No.: 2018-02-026
 Date: February 14, 2018
 ABC: 27,000.00

e-Mail:
 Date received by the Supplier:

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

SORAYA T. FACULO, PhD.
 OIC-Assistant School Division Superintendent
 Chairman, Bids and Awards Committee

REQUIREMENTS:

1. Mayor's / Business permit
2. PhilGEPS registration number or certificate

Note:

- ✓ Submit RFQ together with the requirements.
- ✓ All entries must be typewritten or legibly written.
- ✓ Indicate brand and model of item offered.
- ✓ Delivery period within _____ Calendar Days.
- ✓ Price validity shall be for a period of 30 Calendar Days.

Item No.	Qty.	Unit	Item Description	Unit Price	Total Price
1	3	Piece	Multi-functional Printer with original integrated ink tank system -High-yield ink bottles -Ultra-high yield of 7,500 pages for colour or 4,500 pages for black -Print speed up to 33 ppm (9.2ipm) -Print resolution up to 5760 dpi x 1440 dpi -Warranty of 2 years or 30,000 pages, whichever comes first -Print Speed: ISO 24734, A4 Simplex Approx. 9.2 ipm (Black) / 4.5 ipm (Colour)		
TOTAL					
Purpose: Multi-functional Printer with original integrated ink tank system for CID office use					

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

 Signature over Printed Name

 Tin

 Date/Telephone No.

Canvassed by: