



REQUEST FOR QUOTATION

SHOPPING NO.: RFQ19-058

Supply and Delivery of Multifunction Printer

July 23, 2019

Dear Sir / Ma'am:

Please quote your lowest price on the item/s listed below.

SGD
TONI ROSE E. UNCIANO
Administrative Services Officer V

Qty	UOM	Item Description	Approved Budget for the Contract	Price Proposal
1	Unit	MULTIFUNCTION PRINTER Functions: Print, Scan, Copy, Fax Print Speed: 31/33 ppm (A4/Letter) Resolution: 600 x 600 dpi, 2400 dpi class (2400 x 600) quality Duplex Printing	₱55,000.00	₱ _____
Price Proposal Amount (in words): _____				
Delivery Period:	THIRTY (30) Calendar Days from receipt of Contract / Purchase Order			
Delivery Site:	6F Exchange Corner Building, V.A. Rufino St. cor. Esteban St., Legaspi Village, Makati City			

TERMS AND CONDITIONS:

1. All entries shall be typed or written in a clear legible manner.
2. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
3. Price Validity: All prices quoted herein are valid, binding and effective for a period of THIRTY (30) calendar days upon issuance of this document.
4. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.



UNDERTAKING:

We undertake, if our Proposal is accepted, to supply/deliver the goods in accordance with the specifications and/or delivery schedule.

We understand that you are not bound to accept the lowest or any proposal you may receive.

Dated this _____ day of _____ 20_____.

[Signature over Printed Name of
Authorized Representative]

[designation / position]

[Email Address]

[Telephone / Fax Numbers]

Duly authorized to sign Bid for and on behalf of _____

[Company Name]