

**REQUEST FOR QUOTATION**

Date: 18 September, 2020  
 Quotation No. \_\_\_\_\_

Dear Sir/Madam:

Please quote your lowest price on the item/s listed below, subject to the General Conditions, stating the shortest time of delivery and the warranty period, as applicable. Please submit your quotation duly signed by your representative not later than 23 September 2020, 12:00 PM

*DOLORES D. KARANAP*  
 DOLORES D. KARANAP  
 Chief, Procurement Division

**General Conditions:**

1. All entries must be typewritten or legibly written
2. Delivery period must be within 7 day/s (calendar days)
3. Warranty shall be for a period of 3 (years)
4. Price validity must be within thirty (working days)
5. Payment shall be processed upon completion of delivery and acceptance by PMS
6. Please submit brochures showing specifications of product being offered, as applicable.  
**(FAILURE TO DO SO WILL MEAN DISQUALIFICATION OF YOUR PROPOSAL)**

ITEM NO.	ITEM & DESCRIPTION	QTY.	UOM	UNIT PRICE	TOTAL
1	Toner - Black 410A	6	pcs		
2	Toner - Cyan 410A	2	pcs		
3	Toner - Magenta 410A	2	pcs		
4	Toner - Yellow 410A	2	pcs		
	*For HP Color Laser Jet Pro M452dn for PR 2020-09-0443				
	Approved Budget of Contract : P56,700.00				
	*Must provide a certification from HP that supplier is an authorized distributor of HP consumables.				
	*For price quotations (preferably email) and any inquiries, please look for Ms. Elizabeth Pascual				
	Contact details:				
	Email: beth.pascual@pms.gov.ph				
	Telefax : 8733 4861/71				
	Delivery Address: 683 AAP Tower, Aurora Blvd., Brgy. Mariana, Quezon City				

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

\_\_\_\_\_ Company/Name  
 \_\_\_\_\_ Tel. No./Cellphone No.  
 \_\_\_\_\_ Printed Name/Signature  
 \_\_\_\_\_ Date