



**NAME OF PROJECT: PROCUREMENT OF VARIOUS OFFICE SUPPLIES - INKS, RIBBONS, TONERS**  
**REQUEST FOR QUOTATION**

Date: \_\_\_\_\_

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Address

Please quote your lowest price on the items listed below. Submitted quotations must be duly signed by the vendor's representative and must be sent not later than **5:00 P.M.** of **May 17, 2022** at DBP BBG Central Luzon, G/F Doña Isa-Fel Bldg., Dolores, City of San Fernando, Pampanga.

Approved By:

  
 SAVP RYANNA T. BUIATAO  
 RBAC Central Luzon Chairperson

- NOTE**
- 1 All quotations must be inclusive of all taxes and other charges.
  - 2 All suppliers / vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.

**Other documentary requirements for each vendor shall be as follows:**

- 1 Copy of Mayor's / Business Permit
- 2 Copy of PhilGEPS Registration
- 3 Omnibus Sworn Statement signed by owner / authorized representative (**Notarized WITHIN the posting period**)
- 4 For **Sole Proprietorship**, duly notarized Special Power of Attorney, if to designate a representative; or  
 For **Corporation**, duly Notarized Board Resolution/Secretary's Certificate designating authorized representative

QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL
1	BOTTLE	INK, BROTHER, MFC-J3520, LC563XL, CYAN		
1	BOTTLE	INK, BROTHER, MFC-J3520, LC563XL, MAGENTA		
1	BOTTLE	INK, BROTHER, MFC-J3520, LC563XL, YELLOW		
2	BOTTLE	INK, BROTHER, MFC-J3520, LC569XL, BLACK		
26	BOTTLE	INK, CANON #790, BLACK		
7	BOTTLE	INK, CANON #790, CYAN		
7	BOTTLE	INK, CANON #790, MAGENTA		
7	BOTTLE	INK, CANON #790, YELLOW		
6	BOTTLE	INK, EPSON #774, BLACK		
64	BOTTLE	INK, EPSON 003, FOR 3110, BLACK		
33	BOTTLE	INK, EPSON 003, FOR 3110, CYAN		
28	BOTTLE	INK, EPSON 003, FOR 3110, MAGENTA		
27	BOTTLE	INK, EPSON 003, FOR 3110, YELLOW		
92	CART	RIBBON, FOR EPSON FX 2175/2190, SO15584/SO15327		
4	CART	RIBBON, NAKAJIMA ELECTRIC TYPEWRITER		
5	PC	RIBBON, OLYMPIA CARRERA DELUXE		
8	CART	RIBBON, TALLY DASCOM 2610+		
1	CART	TONER, BROTHER, TN2280		

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

\_\_\_\_\_  
 Signature Above Printed Name

\_\_\_\_\_  
 Tel. No / Cellphone No.

\_\_\_\_\_  
 Date