



REQUEST FOR QUOTATION

Supply and Delivery of Office Supplies, Photocopier Toner, Semi ICT Equipment and Semi-Expendable Furniture & Fixtures for the Guidance & Counselling Office of MinSU Main Campus

PR No.: PR24-0203
RFQ No. 2024-91
ABC Amount: Php149,227.00

Company Name : _____

Address : _____

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than _____ in the address stated in the last page.

NEMESIO H. DAVALOS, Ph.D.
BAC Chairperson

- Note:
1. All entries must be typewritten.
 2. Delivery Period within ___calendar days.
 3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.
 4. Price validity shall be a period of 30 calendar days.
 5. G-EPIS Registration Certificate shall be attached upon submission of the Quotation.
 6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).
 7. Mode of delivery: [Pick-up (Schedule) [Door to Door Delivery

Item No.	Unit	ITEM AND DESCRIPTION	QTY.	UNIT PRICE	TOTAL AMOUNT
Lot 1- Office Supplies					
1	pieces	Brown Envelope, Long	80		
2	pieces	Expanding Envelope, Long, green	98		
3	reams	Bond Paper, sub 20, Long	18		
4	reams	Bond Paper, sub 20, Short	28		
5	reams	Bond Paper, sub 20, A4	18		
6	reams	Laminating Film (long) 222x337x250mic	2		
7	roll	Ribbon Roll 1/4 inch 30 meters 2- tined Green and red	2		
Lot 2- Photocopier Toner					
1	box	Print Cartridge Black IM C2500	2		
2	box	Print Cartridge cyan IM C2500	1		
Lot 3- Semi-ICT Equipment					
1	pieces	Printer	1		
		<i>ecoTank L6290 A4 WiFi Duplex All-in-One Ink Tank Printer with ADF</i>			
		<i>USB 2.0, WiFi, Ethernet</i>			
		<i>Color: Black</i>			
2	pieces	CPU	1		
		S501MD-0G7400003WS, Intel Pentium G7400, 8GB RAM, 256GB SSD, Win11			
		Color: Black			
Lot 4- Semi-Expendable Furniture & Fixtures					
1	pieces	Steel Cabinet	1		
		<i>Powdered coated metal, gauge 21, plastic roller for railing</i>			
		<i>Color: Light Gray (LxWxH) (45.6x62x133.1cm)</i>			
2	pieces	Office Table	1		
		<i>Height 740mm x Depth 700mm x Width 1500mm</i>			



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Payment

Payment shall be made only upon a certification by the Head of the Procuring Entity to the effect that the GOODS have been rendered or delivered in accordance with the terms of this Contract and have been duly inspected and accepted.