



J.H. CERILLES STATE COLLEGE  
Mati, San Miguel, Zamboanga del Sur, 7029

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**Email add: jhscprocurement@gmail.com**

## REQUEST FOR QUOTATION

Date:

Quotation No.

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

Address \_\_\_\_\_

Please quote your lowest price on the item/s listed below, subject to the General Conditions on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the return envelope attached herewith.

**SIXAN P. MADARIMOT**

Procurement Officer

### 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 & MATERIALS, ONE (1) YEAR FOR EQUIPMENT, FROM DATE OF ACCEPTANCE BY THE PROCURING ENTITY
4. PRICE VALIDITY SHALL BE FOR A PERIOD OF 90 CALENDAR DAYS
5. BIDDERS SHALL SUBMIT ORIGINAL BROCHURES SHOWING CERTIFICATES OF THE PRODUCT BEING OFFERED.
6. PLEASE SUBMIT THE FOLLOWING ELIGIBILITY DOCUMENTS:  
A. Business Permit B. Philgeps Certificate/Membership C. Omnibus Sworn Statement if ABC is Above 50,000.00 D. PCAB License

### Office Supplies: Approved budget for the contract (ABC) -74,425.00

| NO. | ITEM & DESCRIPTION                  | QTY. | Unit   | UNIT PRICE | TOTAL |
|-----|-------------------------------------|------|--------|------------|-------|
|     | <b>Office Supplies</b>              |      |        |            |       |
| 1   | Paper Multipurpose 80gsm, A4 size   | 50   | ream   |            |       |
| 2   | Paper Multipurpose 80gsm, Long size | 50   | ream   |            |       |
| 3   | Ink, Epson L3110 (003), Black       | 25   | bottle |            |       |
| 4   | Ink, Epson L3110 (003), Cyan        | 20   | bottle |            |       |
| 5   | Ink, Epson L3110 (003), Magenta     | 20   | bottle |            |       |
| 6   | Ink, Epson L3110 (003), Yellow      | 20   | bottle |            |       |
| 7   | Photo Paper, Glossy, A4             | 50   | pack   |            |       |
| 8   | Photo Paper, Glossy, Legal          | 50   | pack   |            |       |
|     | *****nothing follows*****           |      |        |            |       |
|     |                                     |      |        |            |       |
|     | <b>Total</b>                        |      |        |            |       |

Delivery Period :

Warranty :

Price Validity :

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

Printed Name/Signature

Tel. No./Cellphone No.