


Republic of the Philippines
DEPARTMENT OF SCIENCE AND TECHNOLOGY
Caraga Regional Office No. 13
CSU Campus, Ampayon, Butuan City
Tel. # (085) 342-5345, Fax #: 342-5684
Email address: dostcaraga@yahoo.com

REQUEST FOR QUOTATION

Company Name: _____ Date: 2/13/2020
Address: _____ Quotation#: 103-2020

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.


IMELDA S. MEZO
Chief Admin. Officer

Item No.	Item & Description	QTY.	UNIT OF MEASURE	UNIT PRICE
1	INK CART, EPSON C13T664100 (T6641), Black	6	cart	
2	INK CART, EPSON C13T664200 (T6642), Cyan	6	cart	
3	INK CART, EPSON C13T664300 (T6643), Magenta	6	cart	
4	INK CART, EPSON C13T664400 (T6644), Yellow	6	cart	
5	INK CART, HP CZ121A (HP685A), Black	10	cart	
6	INK CART, HP CZ122A (HP685A), Cyan	10	cart	
7	INK CART, HP CZ123A (HP685A), Magenta	10	cart	
8	INK CART, HP CZ124A (HP685A), Yellow	10	cart	
9	TONER CART, HP CE285A (HP85A), Black	15	cart	
10	TONER CART, HP CF217A (HP17A) Black LaserJet	5	cart	
11	TONER, CART, HP 36A, Black	6	cart	
	Purpose: Procurement of common IT supplies for the 1st quarter of 2020			
	PR#: 2020-02-084			

After having carefully read and accepted your General Conditions, I/We quote you on the item at

Printed Name/Signature of Supplier

Contact Number

Date