



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

REQUEST FOR QUOTATION

The Department of Budget and Management (DBM), through its Administrative Service (AS), will undertake a Small Value Procurement for the “*Supply and Delivery of Drum for Laser Printer Kyocera-Mita*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Supply and Delivery of Drum for Laser Printer Kyocera-Mita
- Location : Administrative Service, General Services Division, G/F, DBM Bldg. III, Gen. Solano Street, San Miguel, Manila
- Specifications : Drum for one (1) unit of Laser Printer Kyocera-Mita, Model FS-9130DN (see attached Annex “A” for the specifications)
- Approved Budget for the Contract : Fifty Eight Thousand Eight Hundred Fifty Pesos (Php58,850.00)
- Delivery Date : Fifteen (15) Working Days upon Receipt of Notice to Proceed

Interested suppliers are required to submit their valid and current Mayor’s Permit and PhilGeps Registration Certificate, and price quotation (Annex “A”).

Submission of quotation and eligibility documents is on or before 5:00p.m. of 15 May 2015 at the Administrative Service, Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila. Open submission may be submitted, manually or through facsimile at fax no. 735-4979.

For inquiry, you may contact us at tel. nos. 735-4979 or 490-1000 locals 3114, 3115 & 3117.

Very truly yours,

ATTY. SOFIA C. YANTO
Director, Administrative Service

PRICE QUOTATION FORM

Date

The Administrative Service
Department of Budget and Management
Ground Floor, DBM Bldg. III, Gen. Solano St.,
San Miguel, Manila

Sir/Madam:

After having carefully read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotation/s for the item/s as follows:

Description	Specifications	Quantity	Unit Price	Total Price
Supply and Delivery of Drum for Laser Printer KYOCERA-MITA	Drum Toner, MK-710	1 set		
	All items should be genuine, authentic or original. All items should not be remanufactured and/or refilled			
Total Cost				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.

