



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 Toners for Kyocera Ecosys FC-C5150DN Printers*”, in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

- Name of Project : Supply and Delivery of Toners for Kyocera Ecosys FC-C5150DN Printers
- Location : Administrative Service, General Services Division, G/F, DBM Bldg. III, Gen. Solano Street, San Miguel, Manila
- Specifications : Toners for four (4) units of Kyocera Ecosys FC-C5150DN Printers (see attached Annex “A” for the specifications)
- Approved Budget for the Contract : Two Hundred Fifty One Thousand Pesos (Php 251,000.00)
- Delivery Date : Ten (10) 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 toners for KYOCERA FS-C5150DN printer	Toner, TK-584C	4 cart.		
	Toner, TK-584M	4 cart.		
	Toner, TK-584Y	4 cart.		
	Toner, TK-584K	40 cart.		
	All items should be genuine, authentic or original. All items should not be remanufactured and/or refilled			
<b>Total Cost</b>				

(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.