

Request for Quotation

Please quote hereunder your company's lowest price/offer, tax included on the items listed below and submit this on or before **July 15, 2021**, by email at r5.field1@ntc.gov.ph or hand carried placed in sealed envelope to NTC RV, Government Center, Rawis, Legazpi City, Albay for the **Supply and Delivery of Office Supplies** with the following specifications:

| Unit | Item Description | Quantity |
|-------|---|----------|
| | Ink Cartridge for Brother MFC-J2330 | |
| cart | Ink Cartridge LC3617C | 2 |
| cart | Ink Cartridge LC3617M | 2 |
| cart | Ink Cartridge LC3617Y | 2 |
| cart | Ink Cartridge LC3617BK | 4 |
| | Ink for HP Deskjet Printer 2135 All-in-One | |
| cart | HP Ink Cartridge 680, tri-color | 3 |
| cart | HP Ink Cartridge 680, black | 3 |
| cart | HP Toner 35A for HP Laserjet P1006 | 2 |
| cart | HP Toner 79A for HP Laserjet Pro M12a | 6 |
| cart | HP Toner 85A for HP Laserjet P1002 | 6 |
| cart | Ribbon SO15589/RN15337 for Epson LQ-590 | 4 |
| piece | 65W AC Adapter Charger for Lenovo 81WE Laptop | 1 |
| | Output 20V 3.25A , Input 100-240W | |
| cart | Print Cartridge CF256A | 2 |
| | for HP MFP M436n Photocopier Machine | |
| set | Epson Ink for Epson L3110 printer (C,M,Y,Bk) | 2 |

Subject to the submission of the following requirements:

1. Certified true copy of DTI or SEC Registration Certificate.
2. Certified true copy of current Mayor's Permit
3. Certified true copy of Taxpayer Identification Number (TIN)
4. PhilGEPS Registration Certificate

IMPORTANT TERMS AND CONDITIONS

1. All quotations submitted to this Commission are considered as an offer. In the event that the quotation is accepted, Purchase order shall be placed with the company offering the most advantageous to this Commission.
2. Delivery period shall be 7 days upon issuance of Purchase Order.
3. Payment shall be in accordance with the usual budgeting, accounting and auditing requirements.
4. This Commission reserves the right to reject any or all offers and may accept such offer it may consider most economical and most advantageous to the Government.



MS. SUSAN D. TORRE
BAC Chairperson