

**UNIVERSITY OF THE PHILIPPINES MINDANAO**

Mintal, Tugbok District, Davao City  
 Tel. No. (082)293-0016 ,Fax No. (082) 293-0185

**Request for Quotation**

Date:

Sir/Madam:

Please quote your lowest price on the items listed below, subject to the General Conditions stated in the attached specifications and submit your Quotation duly signed by your representative to the BAC, UP Mindanao.

BAC Chair/Head of Unit

- Notes:
1. This price quotation must be written clearly and signed by authorized signatory.
  2. Delivery period must be within \_\_\_\_\_ days.
  3. Price validity shall be for a period of \_\_\_\_\_ calendar days.
  4. Documentary requirements must be submitted before issuance of Purchase Order.
  5. Please indicate if items will be delivered to UP Mindanao or for pick up.

UNIT	ITEM & DESCRIPTION	QTY.	Approved Budget	UNIT PRICE	TOTAL PRICE
1	Computer ribbon (EPSON LQ310) Original	3	250.00		
2	Computer ribbon (refill small)	50	26.00		
3	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	3	2,650.83		
4	Epson BK664 Original	3	300.00		
5	Epson C664 Original	3	300.00		
6	Epson L350 Ink (black) Original	6	295.00		
7	Epson L350 Ink (cyan) Original	6	295.00		
8	Epson L350 Ink (magenta) Original	6	295.00		
9	Epson L350 Ink (yellow)Original	6	295.00		
10	Epson M664 Original	18	300.00		
11	Epson Y664Original	8	300.00		
12	HP Laserjet Print Cartridge 283A (original)	5	2,500.00		
13	HP Toner 17A BLACK Original	2	3,500.00		
14	Ink Laser Toner Cartridge- 285A (Laser Jet M1132 MFP)	6	1,000.00		
15	Ink for EPSON L360 Original	1	1,200.00		
16	Ink for EPSON L6190 Original	1	1,200.00		
17	ML Samsung toner 1640 Original	2	2,500.00		
18	TONER CART, HP Q2612A, Black Original	2	3,900.00		
19	TONER, Canon 103/303/703 Original	4	2,500.00		
20	TONER, Canon LBP2900 Original	3	3,000.00		
21	Toner HP85a Original	4	3,500.00		
22	toner cartridge, TNP40, for multicopier Develop ineo4020, Original	2	12,000.00		

Note: Expiration date is at least 1 year upon purchase

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

Canvassed by:

Paulino L. Dismas Jr.

Supplier: \_\_\_\_\_  
 Tel.No/Cellphone No.: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Name/Signature of Representative/Date: \_\_\_\_\_