

**Republic of the Philippines  
SENATE  
REQUEST FOR QUOTATION**

Date : 10/14/2020 11:10:10AM  
 RSQ No. : RSQ-20-10-078  
 Requisitioner : OSAA-SES  
 Canvasser : RONALD C. GONZALES

Sir/Madam:

We invite all GEPS registered bidders to submit sealed quotation for the Item/s listed below, addressed to the Chairman, Bids and Awards Committee (BAC), 4/F Senate of the Philippines, GSIS Bldg., Financial Center, Pasay City. The quotation for Purchase Request No. **PR-20-10-573** must be submitted to the Office of the Chairman, Bids and Awards Committee, Room 408 or the Secretariat, Bids and Awards Committee, Room 401, 4/F Senate of the Philippines, GSIS Building, Financial Center, Pasay City, not later than 5P.M. of \_\_\_\_\_. Kindly observe and comply with the stated specifications / descriptions / unit of items for quotation, and specify country of manufacture or origin in the item, any erasure must be properly initialed by the bidder. Bidders are presumed to have reviewed all bids indicated herein before submission to the BAC. Please do not forget to indicate the following references in your envelope "PR NO. \_\_\_\_\_ / RSQ NO. \_\_\_\_\_, Assigned Canvasser: \_\_\_\_\_, CLOSING DATE: \_\_\_\_\_"

LIKEWISE, ALL QUOTATIONS MUST BE VALID FOR AT LEAST THIRTY (30) TO FORTY FIVE (45) DAYS FROM THE CLOSING DATE OF POSTING WITH THE PHIGEPS AND SUBJECT TO THE GENERAL CONDITIONS FOUND AT THE BACK OF THIS FORM.

*Maria Valentina S. Cruz*  
**ATTY. MARIA VALENTINA S. CRUZ**  
 CHAIRPERSON  
 BIDS AND AWARDS COMMITTEE

**THE CHAIRMAN**  
 Bids and Awards Committee  
 c/o Secretariat, Bids and Awards Committee  
 Room 401 4/L, Senate of the Philippines, GSIS Building, Financial Center, Pasay City  
 Fax No. 552-6601 local 1602 or 552-6793

Sir:

As requested in your letter above, we are pleased to quote hereunder our price/s for the following item/s subject to the General Conditions stated at the back:

ITEM NO.	QTY	UNIT	ITEM/S DESCRIPTION (Kindly indicate BRAND NAME & MODEL of item/s of your offer/bid)	APPROVED BUDGET	UNIT PRICE (Inclusive of all Taxes)	TOTAL
			<i>PR-20-10-573 (OSAA-SES)</i>			
1	2	SET	<b>TONER CARTRIDGES for Brother HL-3150 CDN Color Laser Printer</b> •TN-261 Black •TN-261 Cyan •TN-261 Magenta •TN-261 Yellow	Php 33,000.00 Php16,500.00/SET		

Nothing Follows

Remarks:

**RECEIVED**  
 OCT 14 2020  
 BY: *K* TIME: *2:50*  
 PROCUREMENT, PPS

(QUOTATIONS must be valid for at least thirty [30] to forty five [45] days from closing date)

TERMS OF DELIVERY \_\_\_\_\_

TERM/S OF PAYMENT: Government Terms (NO C.O.D. / NO ADVANCE PAYMENT)

Address of Supplier \_\_\_\_\_  
 E-Mail Address \_\_\_\_\_  
 Tel./Fax No./s \_\_\_\_\_  
 TIN \_\_\_\_\_

(Name of Company) \_\_\_\_\_

PHIGEPS Reg. No. \_\_\_\_\_ Expiry Date: \_\_\_\_\_

\_\_\_\_\_  
 (Signature over Printed Name Authorized Representative)