



REQUEST FOR QUOTATION

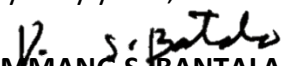
 Name of Dealer

Item#	QTY	Unit	Item Description	Unit Cost	Total/Remarks
1	2	Units	Photocopier - Monochrome - With feeder - Up to A3 size - Scanner (scan to pdf) - LAN ready - With free shredder -		
2	14	Tubes	Photocopier Toner		
3	1	Unit	Notebook - Core i7 - DDR4 16GB RAM - 256GB SSD - Integrated Graphics 620 - 1TB HDD - 13.3" Display - Licensed OS		
4	1	Unit	Branded desktop computer - Core i5 - 4GB RAM - 2GB Graphics - 1TB HDD - 19" LED - Keyboard, Mouse		

It is requested that you return this form in a sealed envelope by a messenger or mail it not later than _____, 20__ at _____. Only one canvass should be placed in an envelope marked "BID PROPOSAL". Brochure may be attached in the canvass form.

A Purchase Order to the winning bidder shall be made immediately after the awarding. However, this office reserves the right to reject any offer without specified quality herein contained.

Very truly yours,


DAM MANG S. BANTALA, Ph.D.
 College President

Quoted by:

 Name, Position & Signature of Representative