



Date: 2022-03-28

REQUEST FOR QUOTATION

Sir/Madam:

Please quote your best offer for the item/s listed below, **subject to the Terms and Conditions** provided. Submit your quotation duly signed by you or your duly authorized representative not later than **April 04, 2022** to bacsecretariatprri@gmail.com or send via fax or drop at PPMU box at Procurement Management Division (PMD) Office, Maligaya, Science City of Munoz, Nueva Ecija. For any clarification you may call/send through fax to **(044) 456-0650** or **BAC Secretariat Unit no. 0999-224-8705**

Jan Karlo D. Lucas
BUYER/CANVASSER

Glenda DC. Ravelo
Division Head, PMD

INSTRUCTIONS:

1. Accomplish this RFQ correctly and accurately.
2. Please do not leave any blank items. Indicate "0" if item being offered is for free and "NO BID" if no offer.
3. Do not alter the contents of this form in any way.
4. All technical specifications are mandatory. Fill in the column designated for technical specifications of your offer, you may specify the brand and model if applicable. Use additional sheet if needed or attach brochure.
5. Failure to follow these instructions will disqualify your quotation.
6. NEW suppliers/bidders are required to submit a photocopy/e-copy of valid Mayor's Business Permit, BIR Registration 2303, DTI/SEC/CDA Registration (whichever is applicable), valid PhilGEPS Registration Number and valid PCAB License (if applicable) together with their quotations. Please disregard if you have submitted an updated copy/ies to PMD. This shall be subjected for validation.

Procurement Project Title: Procurement of IT Consumables
Procurement Project No.: ALT 22-03-0008C

PR No.:

2022-03-0735, 2022-03-0738,
2022-02-0639, 2022-02-0448,
2022-02-0517, 2022-02-0440,
2022-02-0628, 2022-02-0453,
2022-02-0463, 2022-02-0658,
2022-03-0787, 2022-03-0808,
2022-02-0544, 2022-02-0546,
2022-02-0548,

Approved Budget of the Contract: 185,116.06

Item No.	Quantity	Unit	Item and Description		Unit Price	Total Amount
			Per Request	Offer		
1	6	piece	Ink Cartridge, Ink, HP, black black, #704			
2	3	piece	Ink Cartridge, Ink, HP, colored colored, #704			
3	2	piece	Ink refill, Brother, Colored BT5000, Magenta			
4	2	piece	Ink refill, Brother, Colored BT5000, Yellow			
5	2	piece	Ink refill, Brother, Colored BT5000, Cyan			
6	3	piece	Ink refill, Brother, Black BTD60, Black			
7	2	piece	Toner cartridge, Toner cartridge, HP HP Toner Cartridge CF410A (Black)			
8	2	piece	Toner cartridge, Toner cartridge, HP HP Toner Cartridge CF411A (Cyan)			
9	2	piece	Toner cartridge, Toner cartridge, HP HP Toner Cartridge CF412A (Yellow)			
10	2	piece	Toner cartridge, Toner cartridge, HP HP Toner Cartridge CF413A (Magenta)			
11	2	piece	Toner cartridge, Toner cartridge, HP Toner cartridge, Toner cartridge, HP CE 278A			
12	2	piece	Ink Cartridge, Ink, HP, colored Cartridge, Ink, HP, Colored #62, hp printer Officejet 250			
13	2	piece	Ink Cartridge, Ink, HP, black Cartridge, Ink, HP, black #62 hp printer Officejet 250			
14	2	piece	Toner cartridge, Toner cartridge, HP Laser Jet Print Cartridge 76A CF276A			
15	1	piece	Toner cartridge, Toner cartridge, HP Hp 19A, CF219A, toner cartridge.			
16	1	piece	Ink refill, Ink Refill, Epson, black Ink refill, Epson Refill Ink, #001 Black			



17	10	piece	Ink refill, Ink Refill, Epson, black Epson 001 - Black			
18	4	piece	Ink refill, Ink, Refill Epson, colored Epson 001 - Yellow			
19	6	piece	Ink refill, Ink, Refill Epson, colored Epson 001 - Magenta			
20	4	piece	Ink refill, Ink Refill, Epson, black Epson 003			
21	2	piece	Ink refill, Ink, Refill Epson, colored Epson 003 - Cyan			
22	2	piece	Ink refill, Ink, Refill Epson, colored Epson 003 - Magenta			
23	2	piece	Ink refill, Ink, Refill Epson, colored Epson 003 - Yellow			
24	8	piece	Ink Cartridge, Ink, HP, black 932 XL, CN0575 for 7610 Series Printer			
25	4	piece	Ink Cartridge, Ink, HP, colored 933 XL Yellow, CN0606S for 7610 Series Printer			
26	4	piece	Ink Cartridge, Ink, HP, colored 933 XL Cyan, CN059S for 7610 Series Printer			
27	4	piece	Ink Cartridge, Ink, HP, colored 933XL Magenta for 7610 Series Printer			
28	6	piece	Ink refill, Ink, Refill Epson, colored Epson 001 Cyan			
29	12	piece	Toner cartridge, Toner cartridge, HP CE285A			
30	10	piece	Ink refill, Ink Refill, Epson, black Ink Black 001 for Epson L4160			
31	2	cart	Ink Cartridge, Ink, Canon, black CLI 35			
32	2	cart	Ink Cartridge, Ink, Canon, colored CLI 36 Tricolor			
33	2	bottle	Ink refill, Canon, black GI 790 Black			
34	2	bottle	Ink refill, Canon, colored GI 790 Cyan			
35	2	bottle	Ink refill, Canon, colored GI 790 Yellow			
36	2	bottle	Ink refill, Canon, colored GI 790 Magenta			
37	5	piece	Ink Cartridge, Ink, HP, black #680 black			
38	5	piece	Ink Cartridge, Ink, HP, colored #680 Tricolor			
39	5	piece	Toner cartridge, Toner cartridge, HP Black (MLT-D104S); Toner Cartridge			

TERMS AND CONDITIONS

Delivery Period:	30 calendar days
Place of Delivery:	<input type="radio"/> Philippine Rice Research Institute-CES, Brgy. Maligaya, Science City of Munoz, Nueva Ecija <input type="radio"/> ATI Building, Elliptical Road, Diliman, Quezon City <input type="radio"/> Others:
Warranty:	1 year (non-consumable supplies/Equipment) and 3 months(consumable supplies)
Payment Term:	30 calendar days

1. Price Quotations must be valid for a period of 45 calendar days from the deadline of submission.
2. Price quotations shall include all taxes, duties and/or levies. Deductions of 5% VAT & 1% EWT (for goods) or 5% VAT & 2% EWT (for services).
3. Price Quotations exceeding the Approved Budget for the Contract shall be rejected.
4. Award of contract shall be made to the lowest quotations (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and other terms and conditions stated herein
5. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the PhilRice shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The item/s shall be delivered according to the requirements specified in the Conformed Purchase Order or Contract.
8. Goods, supplies, equipment, or work done are subject to inspection/acceptance, PhilRice reserves the right to cancel, reject, or rebid the items which do not conform with the technical specifications.
9. Liquidated damages equivalent to 1/10 of 1% per day of delay for the value of undelivered items shall be imposed. PhilRice shall rescind the contract once the cumulative amount of liquidated damages reaches ten (10) percent of the amount of contract, without prejudice to other courses of actions and remedies open to it.
10. The Bidder warrants that s/he has not given nor promised to give any money or gift to any PhilRice employee to secure this offer and to obtain an award.
11. The winning Bidder is required to submit a photocopy of Latest Income/Business Tax Return and original copy of Omnibus Sworn Statement prescribed



by the GPPB PRIOR TO PAYMENT of the goods delivered/services rendered.

12. Payment shall be made within (30) days after 100% completion of delivery subject to submission and/or completion of supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the contractor's/Supplier's account.

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

PRINTED NAME/SIGNATURE OF AUTHORIZED REPRESENTATIVE

Designation: _____

Company Name: _____

Business Address: _____

PhilGEPS Registration No.: _____

Telephone Number: _____

Email Address: _____

